SELECT BOARD

TOWN OF BROOKLINE



SELECT BOARD CALENDAR 01/10/2023 | REMOTE MEETING

Please click this URL to Register & Find the Information to Join as an Attendee via your Confirmation Email:

• Heather A. Hamilton – Chair

 John VanScoyoc – Vice Chair

- Bernard W. Greene
- · Miriam Aschkenasy
- Michael Sandman
- Charles E. Carey -Town Administrator

https://brooklinema.zoomgov.com/webinar/register/WN_78dM1z_uTMabVGmooeK7VA

To Join by Phone: 1 646 828 7666 Webinar ID: 161 361 4572

To Watch and Comment: BrooklineInteractive.org/live

1. <u>ANNOUNCEMENTS/UPDATES</u>

5:00 PM Select Board to announce recent and/or upcoming Events of Community Interest.

2. PUBLIC COMMENT

Public Comment period for residents who requested to speak to the Board regarding Town issues not on the Calendar.

Up to fifteen minutes for public comment on matters not appearing on this Calendar shall be scheduled each meeting. Persons wishing to speak may sign up in advance beginning on the Friday preceding the meeting or may sign up in person at the meeting. Speakers will be taken up in the order they sign up. Advance registration is available by calling the Select Board's office at 617-730-2202 or by e-mail at kmacgillivray@brooklinema.gov. The full Policy on Public Comment is available at http://www.brooklinema.gov/376/Meeting-Policies

3. MISCELLANEOUS

Approval of miscellaneous items, licenses, vouchers, and contracts.

3.A. Question of approving the meeting minutes from December 15, 2022 and December 20, 2022.

3.B. Question of approving Contract Amendment #22, in the amount of \$12,500.00 with Jonathan Levy Architects for services related to flooring at the Driscoll School project.

3.C. Question of approving Contract Amendment #10, in the amount \$26,171.00, with Leftfield LLC, for added construction administration services for change to terrazzo flooring in certain sections of the school from VCT.

3.D. Question of approving Change Order #18, in the amount of \$117,004.00, with Gilbane Building Company for various scope additions and GMP contingency draws

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3.E.	Question of approving Change Order #19, in the amount of \$478,231.00, with Gilbane Building Company related to terrazzo o flooring in certain sections of the school from VCT.
3.F.	Question of approving Change Order #20, in the amount of \$43,460.00 with Gilbane Building Company related to contingency draw for imbeds (structural) and alternative roof duct system.
3.G	Question of approving the Pierce School MSBA Feasibility Study Amendment #1 and to authorize the Town Administrator to sign said amendment on behalf of the Select Board.
3.Н	Question of approving Change Order #2 in the amount of \$43,654.67 with Thompson Waterproofing for various additions and deletions to the scope of the base contract.
3.I.	Question of approving Change Order #28, in the amount of \$0 with Skanska USA Building Inc for acoustic improvements at BHS to be funded by Contingency within the existing GMP of contract.
3.J.	Question of approving Change Order #10 credit (\$1,000.00) with NB Kenney, Deferred Maintenance Project, to correct clerical errors on previously approved change orders.
3.K	Question of approving Contract Amendment #11 in the amount of \$75,115.00 (not-to-exceed) with Hill International for extended OPM services through 31 December 2022.
3.L	Question of approving the updated membership slate for the Pierce Building Committee.
3.M	Question of approving the authorization to hire request from the Brookline Public Health and Human Services department for a Sr. Public Health Inspector (GN-10)
3.N	Question of approving the Authorization to Hire request from the Library Services department for a Library Assistant II (K02)
3.0	Question of authoring the authorization to hire request for an Administrative Assistant (C08) within the Public Safety Business Office.
3.P	Question of approving the following authorization to hire requests within the Department of Public Works:
	Parks and Open Space Division: Landscape Architect/Planner T-9 Gardener/Laborer L-2

Water and Sewer Division Pipe Layer/Laborer L-2

3.Q Question of accepting a donation to the Fire Department from the Korean Church of Boston in the amount of \$400.00

3.R Question of accepting a donation to the Police Department from the Korean Church of Boston in the amount of \$500.00

3.S Question of approving the following appropriation transfer request within the Police Department budget:

From: 21002020 510101 Perm Full Time \$262,406
To:21002010 539035 Uniforms \$14,900
21002020 539031 Public Safety supplies \$35,369
21002020 531012 Office supplies \$31,652
21002020 524010 prof/tech services \$79,200
21002010 551099 education/training \$101,285

4. CALENDAR

Review and potential vote on Calendar Items

5. FIRE DEPARTMENT OFFER OF EMPLOYMENT

Question of authorizing the offer of employment request from Chief Sullivan for former Firefighter, Justin Aufiero.

6. POLICE DEPARTMENT OFFER OF EMPLOYMENT

Question of authorizing the offer of employment request from Acting Chief Paster for former Officer Nicholas Goon.

7. NOISE BYLAW WAIVER REQUEST CONTINUED

Question of approving a Noise Bylaw Waiver request submitted by Chestnut Hill Realty for concrete pours related to the Puddingstone Project at Hancock Village.

8. ANNUAL TOWN MEETING/ELECTION

Question of setting the dates for the 2023 Annual Town Meeting and Town Election including the Early Voting locations and approval of the police details for the 2023 Annual Town Meeting.

9. POLICE CHIEF SEARCH PROCESS

Update from Town Administrator Charles Carey on the police chief search process.

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01/10/2023

The Town of Brookline does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. The Town of Brookline does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act (ADA) and by Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information may be sent to Sarah Kaplan, Community Relations Specialist and ADA / Section 504 Coordinator. Persons with disabilities who need either auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures in order to access programs and activities of the Town of Brookline are invited to make their needs and preferences known to the ADA Coordinator. This notice is available in alternative formats from the ADA Coordinator.



MINUTES SELECT BOARD Budget Summit

12/15/2022 | 12:00 PM

Hybrid Meeting | Robert Lynch Municipal Golf Course

Present: Select Board Member, Heather Hamilton, Select Board

Member, Bernard W. Greene, Select Board Member, John VanScoyoc, Select Board Member, Miriam Aschkenasy, Select Board member, Michael Sandman

CALENDAR

Chair Hamilton made the introductions for the 2nd Select Board budget summit.

FINANCIAL FORECAST/CIP PRESENTATION

Deputy Town Administrator Melissa Goff and Finance Director Lincoln Heineman appeared to present the FY2024 Financial Forecast and preliminary Capital Improvements Plan.

Summary:

- Employee Benefits and Collective Bargaining continue to put pressure on Town and School budgets
- One-time ARPA use for FY2023 School shortfall not available in FY2024.
- Town budget \$869K deficit and the Schools have a FY2024 deficit of approx. \$7.4M (structural deficit).
- School Cost pressures: Structural gap, strategic initiatives, Collective Bargaining
- Town Cost pressures: Collective Bargaining, Inflation, Trash Removal
- School budget using one-time ARPA for 2023 school shortfall school deficit is 47.4 million larger than we have seen.

POWERPOINT PRESENTATION (presentation on Town's website: Budget Central)

- General fund revenue composition
- General Fund Revenue Summary
- Property Taxes
- Debt Exclusion
- State Aid
- Other available funds
- Free Cash
- Fund Balance
- General Fund Budget

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 - Fully Allocated Expenditures
 - Expenditure Summary
 - Town/School Split
 - Benefits
 - Benefits major Accounts
 - Benefits Health Insurance/Annual Increase
 - OPEBS
 - Pension Funding
 - Debt Service /Tax supported CIP
 - Non-Appropriated
 - Future Revenue & Growth Expenditure

Parking rate fee increases, Refuse Fee, Outdoor Dining, Community Preservation Act, ARPA round 2

• Potential Future Revenue

Town Override Preliminary Priority List Long-Term Questions

Town Override:

The board reviewed a spreadsheet outlining the three groups of priorities that could be considered for a Town budget Operating Override request *School budget request not included.

Priority Framework outline:

Priority 1

Operating Deficit \$875k – multiple departments
Absorbing HCA – Funded Positions \$350k - multiple departments
Salary Study Changes/New positions \$400k – multiple departments

Building Deferred Maintenance \$200K DPW/DPH Sanitation/Health Inspection \$350k

Discussion:

Town Administrator Carey indicated that this s a very preliminary review with more public discussion to follow. He has put together an override working group.

Absorbing HCA – Funded Positions – The working group will be tasked to validate the absorbing the Host Community Agreements with the cannabis licensees. Are there alternative sources of funding for this? There is the question if there are limited issues with these licensed establishments does there need to be a budget of \$350k? A large piece of this is policing, public health positions and DPW positions. A concern is to be sure there is a level of service there. It is acknowledged that the HCA funds will be lower in years to come.

Ms. Goff provide a brief review of positions that are funded through Host Community Agreements. To be determined is what positions can still be supported with HCA funds, what positions are necessary that will require alternative funding for and how does that get sorted out through funding allocations.

Salary Study Changes/New positions

The board discussed the importance of retaining and attracting quality employees.

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Assistant Town Administrator Charlie Young explained a process to determine if the town's employment salaries are competitive. A main focus would be employees that are 10% or more below their competitive salary determination. Another topic was positions created to address something that seemed urgent at the time, but has relaxed in recent years, for example, a Marijuana Coordinator. This field has leveled off and the workload has decreased.

Priority 2

Planning - Increased Long-term Planning Capacity \$550k

 The board spoke on the additional tasks directed to the Planning Department from Town Meeting actions. There are some large planning projects in the near future that will require additional resources.

DPW Complete Streets/Deferred Maintenance \$650k

 The board spoke on these programs. This is something that is physically approached. Some ARPA funds may assist here.

DPW Arborists/Ongoing Green Mgmt \$700k

It was reviewed that the DPW believes they could save money by bringing outsourced forestry contracts in-house. The \$700k includes upfront costs, personnel and equipment.

Priority 3

Recreation LMI Scholarships (including staff & transit) \$1M

• Chair Hamilton spoke on the difference between Town, State and Federally funded programs. It was noted that this line item could fall under a nice to have. It was also acknowledged it would be up to the voters to decide if they want taxes to increase to fund this program.

CODE OF CONDUCT

Discussion and possible vote on the proposed Code of Conduct as presented by Select Board Member Miriam Aschkenasy.

Board member Aschkenasy reviewed the process that included Human Resources Director Ann Braga reviewing and providing a dozen examples of code of conduct policies from other municipalities and professional organizations. The goal of which is to create a space with respect for civil discourse that fosters respect for different opinions, while moving away from the so-called wagging finger. The intention is to put people with equal footing at the table.

The board reviewed the language.

Ms. Braga noted that this is a draft before the board.

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POSSIBLE JANUARY SPECIAL TOWN MEETING

Question of calling a Special Town Meeting on or about January 10, 2023, and executing the Warrant.

Representative Vitolo reviewed the proposed article for the Special Town Meeting.

This is an opportunity for Brookline to make the next step related to fossil fuel free construction.

Recent legislation has passed allowing for municipalities an opt-in version of its building code (the "Stretch Code") that prioritizes limiting fossil fuel and other greenhouse gas emissions. Brookline currently utilizes this Stretch Code. In 2021, the Commonwealth passed a new law that authorized the creation of a more stringent opt-in code (the "Specialized Code," sometimes informally referred to as the "Super-Stretch Code") that modifies the Stretch Code with an aim to create a net-zero emission state economy by 2050.

Recognizing that not all buildings can be built or renovated to net-zero standards in the present environment, the Specialized Code provides for limited construction or renovation of "mixed-fuel" buildings in certain situations, but requires that they be constructed or renovated in such a way that ensures that the building can be fully electrified or zero-emission in the future. Ultimately, however, many new structures, particularly homes larger than 4,000 square feet, will be required to either produce zero emissions or be fully electrified with appliances that meet stringent energy efficiency standards.

The reason to do this now, if we wait until May 2023 it would be difficult to get this into effect by July 1, 2023 and would be pushed into effect January 1,2024. That 6-month gap is 6 months of buildings not being built with the proposed fossil fuel initiatives. The board spoke on the timeline process.

Board member Sandman announced that he has an article to submit related to ballot questions. Many voters of the last election voiced that they did not understand the language for the debt exclusion for the fire stations. The language was limited because the ballot was prepared by the State.

While initially hoping to limit this Special Town Meeting to a "one-and-done" Warrant, the Select Board was convinced of the benefits of a vote on accepting section 18B by several Town Meeting members, particularly in light of comments the Board received about not understanding the reasons behind the ballot question regarding fire station rehabilitations this past fall. The Select Board believes allowing voters to receive clear, concise, and factual summaries of local ballot initiatives, together with short, pre-vetted advocacy statements regarding those initiatives, will lead to a well-informed and more engaged electorate. Per the Select Board, this choice is both uncontroversial and, in the words of one member, "a long time coming."

Ms. Goff reviewed: The Board will need to take a vote calling for a Special Town Meeting that waives the requirements of Sections 2.1.2 - 2.1.3 of the Town's By-Laws. The requirements being waived are:

- 1. posting notice of the Board's intention to hold a Special Town Meeting at least 14 days prior to the opening of the warrant (Section 2.1.2); and
- 2. closing the Warrant 75 days prior to the start of the Special Town Meeting (Section 2.1.3).

3.A.

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The Board does have the authority to waive these requirements under Section 2.1.4:

"The requirements of sections 2.1.2 through 2.1.4, inclusive, may be waived when the Select Board determine that emergency conditions, or a situation requiring immediate actions or the provisions of any general or special law require such a waiver."

On motion it was,

1. Voted: To call a Special Town Meeting on Tuesday, January 10, 2023, at 7:00 p.m. at the High School Auditorium and via Zoom, as requested by the Town Moderator in her letter dated December 13, 2022; to waive the requirements of Sections 2.1.2 through 2.1.4 of the Town's By-Laws; to open and close the Warrant; and to insert in the said Warrant the following article:

ARTICLE 1:

To see if the Town will vote to enact Chapter ____ of the Town of Brookline's General Bylaws, entitled "Specialized Energy Code" for the purpose of regulating the design and construction of buildings for the effective use of energy and reduction of greenhouse gas emissions, pursuant to the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including future editions, amendments or modifications thereto, with an effective date of July 1, 2023 a copy of which is on file with the Town Clerk, or take any other action relative thereto.

Article 2:

To see if the Town will accept the provisions of M.G.L. c. 53, s. 18B pertaining to information relating to local ballot questions

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

2. To execute the warrant

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

There being no further business, the Chair ended the meeting at 3:11 pm.

ATTEST



MINUTES

SELECT BOARD 12/20/2022 | 5:30 PM Via Zoom Remote Meeting

Present:

Select Board Member, Heather Hamilton, Select Board Member, Bernard W. Greene, Select Board Member, John VanScoyoc, Select Board Member, Miriam Aschkenasy, Select Board member, Michael Sandman

OPEN SESSION

Question of entering into Executive Session for the purpose of considering the value of an interest in real estate at the property known as 10 Brookline Place, where the Chair has determined that an open meeting may have a detrimental effect on the negotiating position of the Select Board.

Chair Hamilton declared that the board shall enter into executive session for the purpose of considering the value of an interest in real estate at the property known as 10 Brookline Place because an open meeting may have a detrimental effect on the bargaining or litigating position of the public body. The board will reconvene in open session.

On motion it was,

Voted to enter into executive session.

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy

Absent: Mike Sandman

EXECUTIVE SESSION - VALUE OF REAL PROPERTY

For the purpose of considering the value of an interest in real estate at the property known as 10 Brookline Place

ANNOUNCEMENTS/UPDATES

Thanks to Senator Creem for earmarking funds for Brookline transportation projects

Tomorrow there will be a vaccine clinic at the Health Department, Pierce Street

January 16, 2023, the MLK Celebration Committee will hold its annual event at the Coolidge Corner

Theatre

PUBLIC COMMENT

Transportation Administrator Todd Kirrane thanked the board and past board members for their support personally and professionally over the years. Todd will be onto another chapter of his career.

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Carolyn Thall, TMM16 spoke in support of an override that will provide the most services and town departments, including an after-school program.

MISCELLANEOUS

Question of approving the meeting minutes from December 13, 2022.

On motion it was,

Voted to approve the meeting minutes from December 13, 2022 as amended Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy

GRANT

Question of accepting a COMPACT grant in the amount of \$40,000 from the Commonwealth of Massachusetts to be used to update the job descriptions, classification, and pay plan study for employees within the Department of Public Works and authorize the Town Administrator to sign the contract and any associated documents to successfully execute the project.

On motion it was,

Voted to accept a COMPACT grant in the amount of \$40,000 from the Commonwealth of Massachusetts to be used to update the job descriptions, classification, and pay plan study for employees within the Department of Public Works and authorize the Town Administrator to sign the contract and any associated documents to successfully execute the project. Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy

Grant

Question of accepting an awarded to the Brookline Police Department for the FY23 Training Grant from E911 in the amount of 18,979.45 from the Commonwealth of Massachusetts

On motion it was,

Voted to accept an awarded to the Brookline Police Department for the FY23 Training Grant from E911 in the amount of 18,979.45 from the Commonwealth of Massachusetts

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy

CONTRACT

Question of awarding and executing contract PW/23-16 "I&I Investigation and Sewer System Rehabilitation Design in Subareas NI-12" with BETA Group, in the amount of \$174,590.00.

On motion it was,

Voted to award and execute contract PW/23-16 "I&I Investigation and Sewer System Rehabilitation Design in Subareas NI-12" with BETA Group, in the amount of \$174,590.00.

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy

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CONTRACT

Question of approving a contract with Allegiance Fire and Rescue for an Enforcer 1500 GMP Pumper in the amount in the amount \$734,583.00

On motion it was,

Voted to approve a contract with Allegiance Fire and Rescue for an Enforcer 1500 GMP Pumper in the amount \$734,583.00

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy

AUTHORIZATION FOR HIRE

Question of approving the Authorization for Hire request for the Network Services Administrator within the Library Services Department (T10)

On motion it was,

Voted to approve the Authorization for Hire request for the Network Services Administrator within the Library Services Department (T10)

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy

AUTHORIZATION FOR HIRE

Question of approving the Authorization to Hire request for the following positions within the Department of Public Works:

Engineering & Transportation Division Transportation Administrator – T12

Parks and Open Space Division Gardener-Laborer – LN2

On motion it was,

Voted to approve the Authorization to Hire request for the following positions within the Department of Public Works:

Engineering & Transportation Division Transportation Administrator – T12

Parks and Open Space Division Gardener-Laborer – LN2

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy

AUTHORIZATION FOR HIRE

Question of approving the Authorization to Hire request from the Recreation Department for a Custodian (MN-5)

On motion it was,

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Voted to approve the Authorization to Hire request from the Recreation Department for a Custodian (MN-5)

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy

STUDENT OFFICERS

Question of approving six (6) applicants to be hired as Student Officers for the upcoming Cambridge Police Academy:

Kelly Pierce Paul Cannon Jordan Berkeley Janibel Brea Katherine Irizarry Benjamin Yocum

On motion it was,

Voted to approve six (6) applicants to be hired as Student Officers for the upcoming Cambridge Police Academy:

Kelly Pierce
Paul Cannon
Jordan Berkeley
Janibel Brea
Katherine Irizarry
Benjamin Yocum

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy

GREENSPOT

Question of approving a user fee for power use at publicly accessible charging stations as required by the MOU between Greenspot and the Town of Brookline

On motion it was,

Voted to approve a user fee for power use at publicly accessible charging stations as required by the MOU between Greenspot and the Town of Brookline

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy

FEASIBILITY STUDY AGREEMENT

Question of approving the amendment to the Feasibility Study Agreement to revise section 2.2 of the agreement for the John R. Pierce School in the Town of Brookline. This amendment extends the term of the Town's Feasibility Study Agreement.

On motion it was,

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Voted to approve the amendment to the Feasibility Study Agreement to revise section 2.2 of the agreement for the John R. Pierce School in the Town of Brookline. This amendment extends the term of the Town's Feasibility Study Agreement.

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy

REBATE CHECK

Question of accepting a rebate check in the amount of \$13,750 from National Grid for heating efficiency measures at the Baker School.

On motion it was,

Voted to accept a rebate check in the amount of \$13,750 from National Grid for heating efficiency measures at the Baker School.

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy

TEMPORARY ALL ALCOHOL BEVERAGES SALES LICENSE

Question of approving a Temporary All Alcohol Beverages Sales License to Katelyn Morreale d/b/a The Larz Anderson Auto Museum for a Holiday Party to be held on January 5, 2023 from 6:00PM – 10:00PM at 15 Newton Street. 50 people expected to attend.

On motion it was,

Voted to approve a Temporary All Alcohol Beverages Sales License to Katelyn Morreale d/b/a The Larz Anderson Auto Museum for a Holiday Party to be held on January 5, 2023 from 6:00PM – 10:00PM at 15 Newton Street. 50 people expected to attend.

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy

TEMPORARY ALL ALCOHOL BEVERAGES NON-SALES LICENSE

Question of approving a Temporary All Alcohol Beverages Non-Sales License to Glenn Champagne d/b/a The Larz Anderson Auto Museum for a Gala Celebration to be held on January 7, 2023 from 6:00PM-11:00PM at 15 Newton Street. 50 people expected to attend.

On motion it was,

Voted to approve a Temporary All Alcohol Beverages Non-Sales License to Glenn Champagne d/b/a The Larz Anderson Auto Museum for a Gala Celebration to be held on January 7, 2023 from 6:00PM – 11:00PM at 15 Newton Street. 50 people expected to attend.

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy

CALENDAR

Board member Sandman enters 6:28pm

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AMERICAN RESCUE PLAN ACT UPDATE

Updated on the American Rescue Plan Act (ARPA) funding from round one and a look ahead at the January round two process presented by Grants Administrator and Budget Analyst Tyler Belisle Toler.

Tyler Belisle Toler provided a presentation looking back at 2022 ARPA initiatives. The total ARPA funds totaled \$43.9 million (\$32.4m from the US Treasury, \$11m from Norfolk County)

Mr. Belisle Toler reviewed the process and noted that the funding allocations for round one has been determined. The expenditures have not been completed due to some nuisances with the procurement process and application requirements being sorted out. He added there are stringent oversight requirements that require careful review.

A calendar for the round two application process was presented. They are working on an advanced tracking process for round two. The information is on the Town's ARPA website.

CODE OF CONDUCT PUBLIC HEARING

Discussion and possible vote on the Code of Conduct as presented by Select Board Member Miriam Aschkenasy and HR Director Ann Braga.

Board member Aschkenasy reviewed that they took the input from last week's board meeting and incorporated into them to the revised version. The board emphasized that this is not drafted to point fingers, it is just to remind everyone to treat each other with respect and to keep personal attacks at bay.

Public hearing:

Nathan Spritz asked why was the MMA's language used for this: why not develop one themselves for Brookline.

Ann Braga, Human Resources Manager responded that the Massachusetts Municipal Association provide the language for municipalities use.

On motion it was,

Voted to accept the Code of Conduct as presented by Select Board Member Miriam Aschkenasy and HR Director Ann Braga as amended.

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

NOISE BY-LAW WAIVER PUBLIC HEARING

Question of approving a Noise Bylaw Waiver request submitted by Chestnut Hill Realty for work to be done once a month from December 2022 through June 2023 for concrete pours related to the Puddingstone Project at Hancock Village

Attorney Jennifer Gilbert gave a brief introduction to the request for a noise bylaw waiver related to seven concrete pours.

Andy Martineau provided an overview of the project.

A map review of the project area

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- Site opening at 4:00am
- 5:00am trucking starts will continue throughout the day
- After 7:00pm activities onsite will be limited finishing work- project finish by 11:00pm
- Project delay timeline if not approve, pushing back the project months
- Police details
- Truck route
- Notification process
- Review of cold weather process

The board suggested a later time start due to the 4:00am start time

The board spoke on the truck route and the possibility that they will enter onto residential streets. The board noted concern that the project will require 70 trucks

The board requested that this project start in the warmer weather to reduce the process The board noted the amount of trucks and the backup noise

Public hearing:

- 1. Daniella DeSilva TMM16 spoke against the request and spoke of Hancock Village residents fearing retaliation if they speak up. She noted the ongoing construction noise
- 2. Julie Jette TMM16 noted some asylum seekers living there and these folks cannot speak for themselves and living in active construction site. It is a daily struggle
- 3. Judy Leichtner, TMM16 spoke on concerns with the amount of trucks going through neighboring streets, feeling there is no way they can avoid using Beverly Road. These residents have lived through daily construction for 18 months. She also feels the hours are too early
- 4. Alisa Jonas spoke on the amount of trucks and the noted delay if this is request altered, she feels that could be challenged
- 5. Nathan Spritz, TMM16 noted the 70 trucks involved and hoped there could be some mitigation for the residents, a push back on the hours and to hold Beverly Road off limits for the trucks
- 6. Carolyn Thall challenged the cold weather implications and the concrete pour timelines. She spoke against the request
- 7. Scott Gladstone TMM16 spoke on the request during the winter season. The impact of 70 trucks near a school route and requested police details throughout the truck route to control the convoy.
- 8. Stephen K spoke on the lack of sensitivity the applicant has given their residents and neighbors in minimal efforts to mitigate the project.
- 9. Connor T spoke on the misinformation he was given when he signed his lease; he understood there was a construction site, but did not know the construction schedule could change.
- 10. Will V spoke as a professional engineer against the applicant's reasoning on the weather schedule implications for the proposed pour timelines. He added the applicant has made many promises to be a good neighbor, that has not happened.
- 11. Reginia Frawley spoke on the lack of notification from the applicant and blasting schedules (inaudible)
- 12. Sophie M spoke about this meeting and construction notifications that are lacking and non-disclosure of the extent of the project. There has been a lack of internet and utility services. There should be some kind of compensation for this

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- 13. Monique HB spoke on the ongoing construction and traffic disruptions, she asked for a plan on how residents will get to work and in and out of the property. This property has disrupted the quality of life
- 14. Cassandra spoke on the ongoing internet and heat shut offs, a fire hydrant gush and other ongoing issues. She feels there should be some kind of compensation for the rent; when she brought that up the landlords they told her to move.

The board continued the discussion. Board member Aschkenasy offered approving one or two days to see how it goes before approving the whole request. She is not convinced about the eightmonth delay if the request is rejected.

The board acknowledged that this is project that was known about and approved and it was noted that delays would not benefit the residents. The board noted there should be some mitigation applied.

Town Administrator Carey acknowledged that further mitigation measures should be applied here. There will be some drafted up and the applicant will return with a set of conditions that are clear and enforceable on January 10, 2023.

There was no vote

WARRANT ARTICLE PUBLIC HEARING

Review and possible vote on the following Warrant Article for the 2023 January Special Town Meeting: Warrant Article 1 – Stretch Code Energy Warrant Article 2 – Ballot Question

Chair Hamilton announced that there will be a Special Town Meeting on January 10, 2023.

Warrant Article 1 – Stretch Code Energy

Town Administrator Carey reviewed that recent legislation has passed offering another level of energy code, called special or super stretched energy code. A locality can opt into it. Once a municipality voted it in, it stays until it is voted out. An aim of this code is a net zero state by 2050. This is in recognition that there are still buildings being built today that still require fossil fuel energy in order to be functional. As it relates to smaller structures, there must be the optionality for those structures to be converted into some sort of ultimate net zero structure. For larger structures, there must be mitigation measures sufficient to bring them close enough to make them net zero.

This is not the same thing as what is called the ten towns law which is more modeled after Brookline's proposed home rule petition. This is another step towards a net zero energy community.

Public hearing: no speakers

Mr. Carey added that the language of the article will be amended as required by the DOER

On motion it was,

Voted 5-0 Favorable Action on Warrant Article 1 as amended.

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VOTED:

FIRST, to enact Article 5.9.10 of the Town of Brookline's General By-Laws, entitled "Specialized Energy Code" for the purpose of regulating the design and construction of buildings for the effective use of energy and reduction of greenhouse gas emissions, pursuant to the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including future editions, amendments or modifications thereto, with an effective date of [insert date]; and

SECOND, to amend Article 5.9 of the Town's General By-Laws by striking out the title and inserting in place thereof the following title:- "Stretch Energy Code and Specialized Energy Code"; and

THIRD, to amend said Article 5.9 by adding the following sections (new language in <u>underline and bold</u>):-

"Section 5.9.6 – RESERVED

Section 5.9.7 – RESERVED

Section 5.9.8 – RESERVED

Section 5.9.9 - RESERVED

Section 5.9.10 Specialized Energy Code.

(1) Definitions

International Energy Conservation Code (IECC) — The International Energy Conservation Code (IECC) is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on a three-year cycle. The baseline energy conservation requirements of the MA State Building Code are the IECC with Massachusetts amendments, as approved by the Board of Building Regulations and Standards and published in state regulations as part of 780 CMR.

Specialized Energy Code – Codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, the Specialized Energy Code adds residential and commercial appendices to the Massachusetts Stretch Energy Code, based on amendments to the respective net-zero appendices of the International Energy Conservation Code (IECC) to incorporate the energy efficiency of the Stretch energy code and further reduce the climate impacts of buildings built to this code, with the goal of achieving net-zero greenhouse gas emissions from the buildings sector no later than 2050.

Stretch Energy Code - Codified by the combination of 225 CMR 22 and 231, not including Appendices RC and CC, the Stretch Energy Code is a comprehensive set of amendments to the International Energy Conservation Code (IECC) seeking to achieve all lifecycle cost-effective energy efficiency in accordance with the Green Communities Act of 2008, as well as to reduce the climate impacts of buildings built to this code.

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(2) Purpose

The purpose of 225 CMR 22.00 and 23.00 including Appendices RC and CC, also referred to as the Specialized Energy Code is to provide a more energy efficient and low greenhouse gas emissions alternative to the Stretch Energy Code or the baseline Massachusetts Energy Code, applicable to the relevant sections of the building code for both new construction and existing buildings.

(3) Applicability

This energy code applies to residential and commercial buildings.

(4) Specialized Code

The Specialized Code, as codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including any future editions, amendments, or modifications, is herein incorporated by reference into the Town of Brookline General Bylaws, Article 5.9.10.

The Specialized Code is enforceable by the inspector of buildings or building commissioner.".

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

Warrant Article 2 – Ballot Question

Board member Sandman explained when there is a State referendum on the ballot there is a very good description of what the referendum would do, the pros and cons. When there is a local referendum that is not on the state ballot, there is no information. Brookline's last election had a referendum for the Fire Station with little description; many voters did not know what they were asked to vote for which was a significant debt exclusion.

This article would let the Town Clerk emulate what the Secretary of State does for local referendums. This is allowed under State law, it is matter of Brookline opting to allow the Town Clerk to do that.

Public hearing:

Richard Murphy TMM16 spoke in support of this article, it is long overdue. He supports language used that will cover all language barriers and that all regular citizens that go to the voting booth have a clear understanding and a clear message on what they are voting on.

Chair Hamilton supports the article adding that with the loss of the Brookline Tab publication which was a source of voter information, it is more important to get this information out.

On motion it was,

Voted 5-0 Favorable Action on Article 2

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

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NEWBURY PROPERTY DISCUSSION

Discussion on the proposed short-term usage of the Newbury property and a possible vote on the charge for the Newbury Planning Committee.

Town Administrator Carey reviewed there are two distinct questions about Newbury before you; one is the charge for the long-term use committee and the other is the consideration of a short-term usage at the property. The School Committee is requesting to use it during the Pierce School reconstruction period.

Board member Greene noted that some materials came through prior to the meeting on the school's request; he has not had time to digest that.

Board member VanScoyoc added to that, the materials are extensive, causing him to consider waiting to decide on the short-term use. He would also like to get some feedback from the School Committee after they review the materials and answer some questions he proposed to them previously. He asked if they are going to assign the Newbury site to school department use, for the next 4-5 years, it would be a waste of attention and resources of the planning department and some volunteer time. A concern is the Chestnut Hill West project coming up that would require significant staff and volunteer time. Some feel the resources should be directed to that project.

Chair Hamilton added that there has not been too many uses short term presented besides the building department that has been using the property since the town acquired it. If this can save some money with the ongoing school projects in place.

School Committee member David Pearlman acknowledged that the recent round of survey data was provided to the School Committee today. They have not had a meeting to discuss that data. The school committee's default position remains to use the Newbury property for temporary swing space for the Pierce School.

Planning Director Kara Brewton noted that the Chestnut Hill West is an opportunity for the town to see some significant commercial tax growth. Staff are ready to go on either or both committees.

Public hearing: no speakers

On motion it was,

Voted to approve the Charge for the Fisher Hill West Uses Advisory Committee.

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

APPOINTMENT OF COMMITTEE OF SEVEN

Question of appointing members to serve on a Committee of Seven as required under Article 3.7 of the Town By-Laws for the Fire Station project.

3.A.

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John F. Sullivan, Fire Chief Patricia A. Cripe, FF and Local 950 Vice President David A. Randolph, Deputy Chief

The nominees from the Building Commission: Karen Breslawski, George Cole and Nathan Peck. Select Board member Heather Hamilton

On motion it was,

Voted to approve the above slate to serve on a Committee of Seven as required under Article 3.7 of the Town By-Laws for the Fire Station project.

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

APPOINTMENT OF COMMITTEE OF SEVEN

Question of appointing members to serve on a Committee of Seven as required under Article 3.7 of the Town By-Laws for the Police Department locker room improvements project:

Deputy Superintendent Mike Murphy
Lieutenant Derek Hayes
Sergeant Cheryl Molloy
Building Commission members- Janet Fierman, George Cole and Nathan Peck.
Select Board member Miriam Aschkenasy

On motion it was,

Voted to approve the above slate to serve on a Committee of Seven as required under Article 3.7 of the Town By-Laws for the Police Department locker room improvements project.

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

BOARDS AND COMMISSIONS - APPOINTMENTS

The following candidates for appointment/reappointment to Boards and Commissions:

Planning Board

This agenda item was postponed.

There being no further business, the Chair ended the meeting at 9:25 pm

ATTEST



December 13, 2022

Mr. Tony Guigli Project Manager Building Department 333 Washington Street Brookline, MA 02445

Re: Michael Driscoll School Project

Designer Services Contract Amendment No. 22

Dear Mr. Guigli,

LeftField has reviewed Designer Contract Amendment No. 22 presented in Jonathan Levi Architects' Fee Proposal, dated November 1, 2022, for design and construction services for the change from VCT to terrazzo in select areas of the first floor of the Driscoll School. At the request of the Town, the terrazzo that was value engineered out of the project during the development of the GMP was added back into the project. JLA's fee proposal is for additional meetings, providing a new Terrazzo Bid Package and Construction Administration services for approving the mix design samples with PSB, for technical and design conformance of submittals, shop drawings and field inspections for the addition of the terrazzo. The cost for the JLA's services is \$12,500.00.

The scope of services are as requested by the Town of Brookline and the cost of the work aligns with the fee presented. Therefore, LeftField recommends that the Town of Brookline accept Designer Contract Amendment No. 22 for the total of \$12,500.00.

Should you have any questions regarding this recommendation of approval, please contact me.

Sincerely,

Lynn Stapleton

Lynn Stapleton, AIA, LEED AP B D + C

Cc: Jim Rogers, LeftField, LLC
Adam Keane, LeftField, LLC

Philip Gray, Jonathan Levi Architects

CONTRACT FOR DESIGNER SERVICES AMENDMENT NO. 22

WHEREAS, the TOWN OF BROOKLINE ("Owner") and JONATHAN LEVI ARCHITECTS LLC. (the "Designer") (collectively, the "Parties") entered into a Contract on August 31, 2018, ("Contract") for Designer Services for the New Construction of the Michael Driscoll Elementary School, Abatement and Demolition of the Existing School, Site Improvements and All Associated Work at the 64 Westbourne Terrace, Brookline, MA 02446; and

WHEREAS, the scope of this work is summarized in the attached Jonathan Levi Architects' (JLA) Proposal, dated November 1, 2022, for the additional architectural work for the change from VCT to terrazzo; and

WHEREAS, Contract Amendment No. 2 was approved by the Town of Brookline on January 17, 2020; and

WHEREAS, Contract Amendment No. 3 was approved by the Town of Brookline on March 18, 2020; and

WHEREAS, Contract Amendment No. 4 was approved by the Town of Brookline on March 26, 2020; and

WHEREAS, Contract Amendment No. 5 was approved by the Town of Brookline on March 26, 2020; and

WHEREAS, Contract Amendment No. 6 was approved by the Town of Brookline on May 12, 2020; and

WHEREAS, Contract Amendment No. 7 was approved by the Town of Brookline on June 9, 2020; and

WHEREAS, Contract Amendment No. 8 was approved by the Town of Brookline on August 11, 2020; and

WHEREAS, Contract Amendment No. 9 was approved by the Town of Brookline on August 11, 2020; and

WHEREAS, Contract Amendment No. 10 was approved by the Town of Brookline on October 13, 2020; and

WHEREAS, Contract Amendment No. 11 was approved by the Town of Brookline on March 9, 2021; and

WHEREAS, Contract Amendment No. 12 was approved by the Town of Brookline on April 13, 2021; and

WHEREAS, Contract Amendment No. 13 was approved by the Town of Brookline on September 14, 2021; and

WHEREAS, Contract Amendment No. 14 was approved by the Town of Brookline on September 14, 2021; and

WHEREAS, Contract Amendment No. 15 was approved by the Town of Brookline on October 12, 2021; and

WHEREAS, Contract Amendment No. 16 was approved by the Town of Brookline on October 12, 2021; and

WHEREAS, Contract Amendment No. 17 was approved by the Town of Brookline on November 9, 2021, and

WHEREAS, Contract Amendment No. 18 is being presented for approval by the Town of Brookline on December 13, 2021, and

WHEREAS, Contract Amendment No. 19 is being presented for approval by the Town of Brookline on December 14, 2021, and

WHEREAS, Contract Amendment No. 20 is being presented for approval by the Town of Brookline on February 8, 2022, and

WHEREAS, Contract Amendment No. 21 is being presented for approval by the Town of Brookline on September 13, 2022, and

WHEREAS, effective as of December 13, 2022, the parties wish to amend the contract, as amended:

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

- 1. The Owner hereby authorizes this Contract Amendment No. 22 for the total value of \$12,500.00. This Amendment is based on JLA's Proposal, dated November 1, 2022 for additional Design and Construction Administration for the change to terrazzo. The Designer is herein authorized to commence the services outlined in this Amendment, pursuant to the terms and conditions set forth in the Contract, as amended.
- 2. For the performance of services required under the Contract, as amended, the Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services		Previous nendments	T	unt of his dment	otal of All nendments
Feasibility Study/Schematic Design Phase	\$1,179,260	\$ 500	\$	0	\$ 1,179,760
CA #2 - Design Development Phase	\$ 0	\$ 1,814,766	\$	0	\$ 1,814,766
CA #2 - Construction Documents Phase	\$ 0	\$ 2,540,672	\$	0	\$ 2,540,672
CA #2 - Bidding Phase	\$ 0	\$ 290,363	\$	0	\$ 290,363
CA #2 - Construction Phase	\$ 0	\$ 2,540,672	\$	0	\$ 2,540,672
CA #2 - Completion Phase	\$ 0	\$ 72,590	\$	0	\$ 72,590
CA #3 - Geotechnical Engineering – Geothermal Test Well	\$ 0	\$ 117,673	\$	0	\$ 117,673
CA #3 -Acoustical Engineering – Noise Sound Measurements	\$ 0	\$ 5,500	\$	0	\$ 5,500
CA #4 – HAZMAT Consulting	\$ 0	\$ 138,512	\$	0	\$ 138,512
CA #5 – Geo- Environmental & Geotechnical, Subsurface	\$ 0	\$ 340,725	\$	0	\$ 340,725
CA #6 – Utilities – Hydrant Flow Test	\$ 0	\$ 1,375	\$	0	\$ 1,375

Designer Contract Amendment No. 22

CA #7 – Supplemental Geo- Engineering & Geotechnical	\$ 0	\$	50,050	\$ 0	\$	50,050
CA #8 – Site Surveying	\$ 0	\$	2,750	\$ 0	\$	2,750
CA #9 – Supplemental Geo- environmental Engineering	\$ 0	\$	42,900	\$ 0	\$	42,900
CA #10–Supplemental Geo- environmental Engineering	\$ 0	\$	19,800	\$ 0	\$	19,800
CA #11–Supplemental Geo- environmental Engineering	\$ 0	\$	13,200	\$ 0	\$	13,200
CA #12–Supplemental Survey Building Height Certification	\$ 0	\$	1,320	\$ 0	\$	1,320
CA #13 – Solar Study	\$ 0	\$	2,090	\$ 0	\$	2,090
CA #14–Supplemental Geo- Environmental Engineering	\$ 0	\$	19,800	\$ 0	\$	19,800
CA #15–Supplemental Geo- Environmental Engineering	\$ 0	\$	48,400	\$ 0	\$	48,400
CA #16–Geothermal System Engineering & Construction Administration	\$ 0	\$	79,244	\$ 0	\$	79,244
CA #17–Vibration Monitoring Services	\$ 0	\$	107,712	\$ 0	\$	107,712
CA #18–Additional Survey	\$ 0	\$	1,523.78	\$ 0	\$	1,523.78
CA #19-Additional Geo- Environmental Construction Monitoring & Testing	\$ 0	\$	26,070.00	\$ 0	\$	26,070.00
CA #20-Additional Geo- Environmental Construction Monitoring & Testing	\$ 0	\$	74,800.00	\$ 0	\$	74,800.00
CA #21-Rain Garden Redesign and Geothermal Alternate	\$ 0	\$	10,780.00	\$ 0	\$	10,780.00
CA #22-Change to Terrazzo	\$ 0	\$	0	\$ 12,500.00	\$	12,500.00
Total Fee	\$1,179,260	\$8,	363,787.78	\$ 12,500.00	\$9,	555,547.78

This Amendment is for design and construction services for the change from VCT to terrazzo in several areas of the first floor of the school as requested by the Town of Brookline.

3.	The	Construction	Budget shall	be as	follows:
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 Original Budget:
 \$ 92,909,563

 Amended Budget
 \$ 99563,170

4. The Project Schedule shall be as follows:

Original Schedule: Phase 1 Substantial Completion – 11/4/2022

Phase 2 Substantial Completion – 8/31/2024

Amended Schedule Phase 1 Substantial Completion – 5/31/2023

Phase 2 Substantial Completion – 8/31/2024

Phase 1 – New Building, Roadways and Sidewalk Work

Phase 2 – Abatement & Demolition of Existing Building, Geothermal Wells & Site Improvements

5. This Amendment contains all the terms and conditions agreed upon by the Parties as amendments to the original Contract, as amended. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract, as amended, shall be deemed to exist, or bind the Parties, and all other terms and conditions of the Contract, as amended, remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Designer have caused this Amendment to be executed by their respective authorized officers.

OWNER:

	(print name)	
	(print title)	
Ву:		
<i></i>	(signature)	
_		
Date:		

DESIGNER:

Jonathan Levi

(print name)

Principal

Date: December 13, 2022

1 November 2022

Mr. Jim Rogers Principal LEFTFIELD Project Management 225 Franklin Street, 26th Floor Boston, MA 02110

Re: Fee Proposal, <u>Terazzo Redesign</u>, <u>Documentation and CA</u>

Driscoll School, Brookline MA

Dear Jim,

Moving forward with the change to Terrazzo, JLA requests the that the additional architectural work be approved as additional services.

As described in Article 8.2, and 8.2.2 of the Contract for Designer Services, the services associated with this proposal are to be invoiced on a lump sum basis as Extra Services.

Fee:

Costs for additional meetings, redesign, putting the package together with a new set of drawings and specs, CA for approving the mix design samples with PSB, and CA for technical and design conformance submittals, shop drawings, and field inspection: \$12,500

Please do not hesitate to contact me if there is anything represented here which does not conform to your expectations.

Sincerely,

Philip Gray Senior Principal

Jonathan Levi Architects

CONTRACT FOR PROJECT MANAGEMENT SERVICES AMENDMENT NO. 10

WHEREAS, the <u>Town of Brookline</u> ("Owner") and LEFTFIELD, LLC, (the "Owner's Project Manager") (collectively, the "Parties") entered into a Contract for OPM Services for the <u>Driscoll</u> Elementary School on March 25, 2019, "Contract"; and

WHEREAS, the scope of this work is summarized in the attached LeftField Fee Proposal Letter; and

WHEREAS, Contract amendment No. 1 was approved by the Town of Brookline on January 3, 2020; and

WHEREAS, Contract amendment No. 2 was approved by the Town of Brookline on April 8, 2020; and

WHEREAS, Contract amendment No. 3 was approved by the Town of Brookline on July 8, 2020; and

WHEREAS, Contract amendment No. 4 was approved by the Town of Brookline on July 8, 2020; and

WHEREAS, Contract amendment No. 5 was approved by the Town of Brookline on December 8, 2020; and

WHEREAS, Contract amendment No. 6 was approved by the Town of Brookline on May 11, 2021; and

WHEREAS, Contract amendment No. 7 was approved by the Town of Brookline on June 8, 2021; and

WHEREAS, Contract amendment No. 8 was approved by the Town of Brookline on July 13, 2021; and

WHEREAS, Contract amendment No. 9 was approved by the Town of Brookline on November 8, 2021; and

WHEREAS, effective as of <u>December 13, 2022</u>, the parties wish to amend the contract, as amended:

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

- 1. The Owner hereby authorizes the Owner's Project Manager to provide extended construction administration services and for the installation of Terrazzo beyond the contract construction timeframe in the amount of \$26,171.00, pursuant to the terms and conditions set forth in the Contract, as amended.
- 2. For the performance of services required under the Contract, as amended, the Owner's Project Manager shall be compensated by the Owner in accordance with the Fee for Basic Services shown below:

Driscoll School Project Town of Brookline, MA

Fee for Basic Services	Original Contract	Previous Amendments	Amount of This Amendment	After This Amendment
Schematic Design Phase:	\$34,015.00	\$0	\$ 0	\$ 34,015.00
Design Development Phase:	\$ 0	\$ 429,575	\$ 0	\$ 429,575.00
Construction Documents Phase:	\$ 0	\$ 524,441.00	\$ 0	\$ 524,441.00
Bidding Phase:	\$ 0	\$ 188,436.00	\$ 0	\$ 188,436.00
Construction Phase:	\$ 0	\$1,989,628.00	\$ 26,171.00	\$2,015,799.00
Completion Phase:	\$ 0	\$ 50,010.00	\$ 0	\$ 50,010.00
Advertising & Printing	\$ 0	\$ 588.59	\$ 0	\$ 588.59
Reimbursable Services	\$ 0	\$ 67,823.42	\$ 0	\$ 67,823.42
Cost Estimates	\$ 0	\$ 42,900.00	\$ 0	\$ 42,900.00
Total Fee	\$34,015.00	\$3,293,402.01	\$ 26,171.00	\$3,353,588.01

This Amendment is for the extension of LeftField's Construction Administration services due to the change from VCT to Terrazzo and the related extension of the construction beyond the contract timeframe.

3. The Construction Budget shall be as follows:

 Original Budget:
 \$ 92,909563

 Amended Budget
 \$99,563,170

4. The Project Schedule shall be as follows:

Original Schedule: (Building; Site)

January 2023; August 2023

Amended Schedule:

January 2024; September 14, 2024

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract, as amended. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract, as

Driscoll School Project Town of Brookline, MA

amended, shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract, as amended, remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Town of Brookline, and the Owner's Project Manager have caused this Amendment to be executed by their respective authorized officers.

OWNER:
TOWN OF BROOKLINE
(print name)
(print title)
(print title)
By:
(signature)
Date:
Date.
OWNER'S PROJECT MANAGER:
LEFTFIELD, LLC
James F. Rogers, Jr. (print name)
(print name)
Dringing
Principal (print title)
4
By: (signature)
By: (signature)
(signature)
Date: December 13, 2022



December 13, 2022

Mr. Tony Guigli Project Manager Town of Brookline Building Department 333 Washington Street Brookline, MA 02445

Re: Michael Driscoll School Project

Proposed Fee for Terrazzo Construction Administration Extension

OPM Contract Amendment No. 10

Dear Mr. Guigli:

LEFTFIELD's fee proposal for managing and overseeing the terrazzo installation beyond the original construction contract timeframe. The fee increase is related to the project duration extension due to the change from VCT to Terrazzo in several areas on the first floor of the Driscoll School project.

The Driscoll School project has been extended from 8/1/24 to 8/16/24. This 2-week extension to the project will require an extension of LeftField's Construction Administration time on the project.

<u>Task</u> <u>Total</u>

LeftField 2-weeks Construction Administration \$26,171.00

Total: \$26,171.00

The fee for the time extension will be transferred from Owner's Contingency Budget Line to the OPM – Construction Administration Budget Line.

main: 617-737-6400 fax: 617-217-2001 101 federal street, Suite 1900, boston, ma 02110 owner project manager

owner representative construction audits

cost forecasting capital budgeting



Mr. Tony Guigli Town of Brookline – Michael Driscoll School OPM Contract Amendment No. 10 Page 2

The scope of OPM services for the tasks indicated will be provided for the fee indicated and will be as defined by Article 8 - Basic Services in the Contract for Project Management Services.

Additional Services

Extra Services are as defined in Article 9 of the Contract at the hourly rates provided in the contract, which may be adjusted annually in January of each year.

The Owners Project Manager shall be reimbursed for all other related additional costs, at cost plus ten percent (10%). No additional services will be provided without written authorization in advance of the work.

Reimbursable Expenses

All reimbursable expenses (i.e. communication, printing, travel, ordinary office supplies) are included in the above lump sum prices.

We look forward to continuing to work with the Town of Brookline on the Michael Driscoll School.

Sincerely,

James F. Rogers

Driscoll School Project

Change Order #18 Summary

Change Proposal Number	Change Value
ATP 081R1 ASI #28 ASI #35 Window Head and Sill Revisions	\$38,145.00
ATP 083R4 Building A Steel Redrafting	\$0.00
ATP 084R1 ASI 30/30R1 Steel Clarifications	\$25,128.00
ATP 114R1 RFI #322 Level 4 Arch Displacement Diffuser	\$7,643.00
ATP 119R2 ASI #55 Wheelchair Lift Structure Clarification	\$4,396.00
ATP 125R1 ASI #55 Additional Steel and Footing	\$22,433.00
ATP 135 RFI #267 Posts on Top of Concrete Walls SW-A6, SW-A	\$1,762.00
ATP 147R1 RFI 308 RFI 156 New Stair Dimensions	\$0.00
ATP 154 Area B Steel Redrafting Seq 210 and 212	\$4,721.00
ATP 162 RFI #473 Brick Coursing at 2nd and 3rd Floors	\$0.00
ATP 163 PR #25 Doors for De-escalation Rooms	\$7,274.00
ATP 170 ASI #54 Updated Exterior Elevations	\$611.00
ATP 172 PR #28R1 VCT Patterns and Accent Colors	\$4,891.00
ATP 174 ASI #49 RFI #383,394 Additional Steel	\$0.00
ATP 175 Expenditure for Surveying	\$0.00
Total Change Order Value	\$117,004.00

ATP 081R1 ASI #28 ASI #35 Window Head and Sill Revisions

\$38,145.00

Rough openings revised due to \$350k VM change from storefront to curtainwall. Detail modifications at window head and sill to change from semi-recessed roller shades to surface-mounted, additional blocking and deflection track/Z furring. Includes necessary storefront and metal panel revisions.

ATP 083R4 Building A Steel Redrafting

\$0.00

GMP Contingency for redrafting design changes for missing steel for sequences 204, 211 and 214. There were 38 drafting changes and associated impacts required.

ATP 084R1 ASI 30/30R1 Steel Clarifications

\$25,128.00

Changes required to accommodate revised design drawings including the cost for additional material and labor to install steel components not originally indicated on the contract documents.



ATP 114R1 RFI #322 Level 4 Arch Displacement Diffuser

\$7,643.00

Modification to the routing of ductwork and displacement diffuser locations to reconcile dimensional conflicts between Mechanical and Architectural Drawings required additional sheet metal fabrication and install costs including duct liner and sealants.

ATP 119R2 ASI #55 Wheelchair Lift Structure Clarification

\$4,396.00

Coordination of selected wheelchair lift manufacturer's requirements which added steel tube at wheelchair lift mast support and revised lengths of two steel tubes at wheelchair lift mast not required for the basis-of-design lift.

ATP 125R1 ASI #55 Additional Steel and Footing

\$22,433.00

Cost to add concrete column footing at Geothermal Fin Pier; additional framing at two large slab openings at grease traps on Floor 1-A, additional beam on Floor 2-A, two beams at each opening on Floor 3-A, 4-A and 4-B. Cost split between ATP 125R1 and GMP Contingency ATP 174 below.

ATP 135 RFI #267 Posts on Top of Concrete Walls SW-A6, SW-A

\$1,762.00

Clash of base plate expansion bolts with embed shear studs. Embed shear studs already fabricated. Resolution was to provide 10"x10"plate with 2"x2" notch and 4 expansion bolts.

ATP 147R1 RFI 308 RFI 156 New Stair Dimensions

\$0.00

GMP Contingency for redrafting Stair 1 due to dimensional changes made in RFIs after steel shop drawings and embeds were previously approved.

ATP 154 Area B Steel Redrafting Seq 210 and 212

\$4,721.00

Cost for redrafting required by design changes after submittal of sequences 210 and 212 due to coordination between steel and HVAC trades.

ATP 162 RFI #473 Brick Coursing at 2nd and 3rd Floors

\$0.00

GMP Contingency for removal of approximately 140 SF of 8x8 brick off of the relieving angle due to the need for coursing to start with half high 8x8 bricks. Detail shows starting with a full brick at the relieving angle which caused to end with a half high 8x8 brick under the next relieving angle. Per field walk with JLA the design intent is to start with a half brick at the relieving angle as shown on the elevations.

ATP 163 PR #25 Doors for De-escalation Rooms

\$7,274.00

Owner request for Rooms 2325 and 3325, add 2 wood doors with vision glass, convert 2 HM open frames to regular door frames, provide 2 new door hardware sets and provide 2 additional wall pads for the doors.



ATP 170 ASI #54 Updated Exterior Elevations

\$611.00

Change resulting from modifying R.O. sizes per review of submittals and coordination of components.

ATP 172 PR #28R1 VCT Patterns and Accent Colors

\$4,891.00

Owner request to incorporate VCT colors and patterns in corridors.

ATP 174 ASI #49 RFI #383,394 Additional Steel

\$0.00

GMP Contingency for additional framing at two large slab openings at grease traps on Floor 1-A, additional beam on Floor 2-A, two beams at each opening on Floor 3-A, 4-A and 4-B. Cost split between ATP 125 and GMP Contingency.

ATP 175 Expenditure for Surveying

\$0.00

GMP Contingency for surveying benchmarks and layouts on each floor as required for the work.



Driscoll School Project

Change Order #19 Summary

Change Proposal Number	Change Value
ATP 176 Terrazzo	478,231.00
Total Change Order Value	\$478 231.00

ATP 176 Terrazzo

\$478,231.00

Owner request to change from VCT to terrazzo in first floor main public area.

12/1/22

Driscoll School Project

Change Order #20 Summary

Change Proposal Number	<u>Change Value</u>
	· ·
ATP 145 Embed Plates at Level 2 Building C	\$0.00
ATP 155R1 Roof Duct Alternative	\$43,460.00
Total Change Order Value	\$43,460.00

ATP 145 Embed Plates at Level 2 Building

\$0.00

GMP Contingency for embeds missed at core Level 2 Building C. LeMessurier provided fix.

ATP 155R1 Roof Duct Alternative

\$43,460.00

An alternative roof duct had to be provided because the specified product has been discontinued.

Massachusetts School Building Authority

Deborah B. Goldberg *Chairman, State Treasurer*

James A. MacDonald Chief Executive Officer **John K. McCarthy** *Executive Director / Deputy CEO*

November 1, 2022

Ms. Heather Hamilton, Chair Brookline Select Board Brookline Town Hall 333 Washington Street Brookline, MA 02445

RE: Town of Brookline First Amendment to the Feasibility Study Agreement

John R. Pierce Elementary School (MSBA Project No. 201800460040)

Dear Chair Hamilton:

Attached please find the First Amendment to the Feasibility Study Agreement between the Massachusetts School Building Authority ("MSBA") and the Town of Brookline ("Town") for the Project at the John R. Pierce Elementary School. The purpose of the Amendment is to revise section 2.2 of the Feasibility Study Agreement.

The Town must mail one original signed copy of the Amendment to the MSBA, a copy of which will be returned to the Town after it has been signed by the MSBA's Executive Director. If the Town would like an executed Amendment with original signatures, please return two originals to the MSBA. Also, the Town may email a scanned copy of the signed Amendment to the MSBA in advance of the hard copy original; however, the Town must also mail the original hard copy to the MSBA.

Please reference the Town's Certification of Legal Counsel that was submitted with the Feasibility Study Agreement to determine which Town governmental officer(s) and/or governmental body has the full legal authority to sign this Amendment to the Feasibility Study Agreement. If necessary, please consult with local legal counsel to update the Certification of Legal Counsel.

The required documents should be mailed to my attention at the address below:

Massachusetts School Building Authority 40 Broad Street, Suite 500 Boston, MA 02109

If you have any questions, please contact me at Michael.bergquist@massschoolbuildings.org.

Regards,

Michael P. Bergquist

Jul P. Bit

Staff Attorney

Massachusetts School Building Authority

Deborah B. Goldberg *Chairman, State Treasurer*

James A. MacDonald Chief Executive Officer **John K. McCarthy** *Executive Director / Deputy CEO*

cc: Legislative Delegation

Charles Carey, Brookline Town Administrator

David A. Pearlman, Chair, Brookline School Committee

Dr. Linus J. Guillory Jr., Superintendent, Public Schools of Brookline

Jamie Yadoff, John R. Pierce School Principal, Public Schools of Brookline

Jim Rogers, Owner's Project Manager, Leftfield LLC

Jen Carlson, Owner's Project Manager, Leftfield LLC

Will Spears, Miller Dyer Spears, Inc.

File: 10.2 Letters (Region 4)

District: Town of Brookline

School: John R. Pierce Elementary School **Project ID Number:** 201800460040

FIRST AMENDMENT TO THE FEASIBILITY STUDY AGREEMENT BETWEEN THE TOWN OF BROOKLINE AND THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY

Effective as of August 12, 2020 ("Effective Date"), this First Amendment to the Feasibility Study Agreement between the Town of Brookline ("District") and the Massachusetts School Building Authority ("Authority"), including all Exhibits and other documents attached hereto and incorporated by reference herein ("Amendment"), hereby amends the Feasibility Study Agreement between the District and the Authority for the Project at the John R. Pierce Elementary School, which Agreement has an effective date of August 12, 2020 (hereinafter "Agreement"), as more particularly described below. This Amendment contains all of the terms and conditions agreed upon by the District and the Authority (collectively, "Parties") as amendments to the original Agreement. No other understandings or representations, oral or otherwise, regarding amendments to the original Agreement shall be deemed to exist or bind the Parties.

The Agreement is hereby amended as follows:

1. Section 2.2 of the Agreement is deleted in its entirety and replaced with the following Section 2.2:

No Project Scope and Budget Agreement for a Proposed Project, which arises out of the provisions of this Agreement will be approved by the Authority's Board until on or after July 1, 2021. Subject to that limitation, the Agreement will terminate upon (1) the approval of a Project Scope and Budget Agreement for a Proposed Project by the Authority's Board and the (2) execution of a Project Scope and Budget Agreement by the Authority and the District for that Proposed Project or (2) December 21, 2022, whichever occurs sooner.

All other terms and conditions of the original Agreement, including Exhibits attached thereto or incorporated by reference therein that are not hereby deleted or otherwise amended, shall remain in full force and effect. The District warrants and represents that it has read and understands this Amendment. The District further warrants and represents that its undersigned officer or representative has full legal authority to enter into this Amendment on behalf of the District and to bind the District to its terms and conditions.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment in duplicate originals by their duly authorized officers or representatives as of the Effective Date written above.

By,	PRITY
John K. McCarthy	Signature Date
Executive Director	
TOWN OF BROOKLINE	
By,	
	Signature Date
Name (Type/Print)	
Title/Office (Type/Print)	

2000 EDITION

AIA DOCUMENT G701-2000

Change	Order
--------	-------

DATE

(Instructions on reverse side)

(Instructions on reverse state)				
PROJECT: CHANGE ORDER NUMBER: 2			OWNER	
(Name and address) Exterior Envelope Repairs Proje	ect DATE: Decembe	r 5, 2022	ARCHITECT	
Brookline 5 Buildings	ARCHITECT'S PRO.	JECT NUMBER: 2019058	CONTRACTOR	
Town Of Brookline Brookline, MA	CONTRACT DATE:	2022	FIELD	
TO CONTRACTOR: (Name and address)	CONTRACT FOR:	Exterior Envelope Repairs Project- Brookline 5 Buildings	OTHER	
Thompson Waterproofing 93 Federal Ave Quincy, MA 02169		1 Toject Brookine 3 Buildings		
THE CONTRACT IS CHANGED AS FOL (Include, where applicable, any undisputed amount attribu		ion Change Directives.)		
Contractor shall: -Repair stucco at Soule Re-Clean and repoint expose -Patch additional limestone -Demo existing threshold a -Repoint masonry and inst	d brick behind chimney a e at Main Library and pour in a new slab at		ney	
The original (Contract Sum) (Suaranteed M	aximum Price) was \$ 598,0	00.00		
The net change by previously authorized Cha	inge Orders \$ 44,939.81	<u>—</u>		
The (Contract Sum) (Suaranteed Maximum	Price) prior to this Change Or	rder was \$ <u>642,939.81</u>		
The (Contract Sum) (Suaranteed Maximum	Price) will be (increased) (dec	reased)		
(unchanged) by this Change Order in the	e amount of \$ 43,654.67			
The new (Contract Sum) (Guaranteed Maxin	num Price) including this Cha	inge Order will be \$_686,594.48		
The Contract Time will be (increased) (decre	ased) (unchanged) by zero	(0) days.	·	
The date of Substantial Completion as of the	date of this Change Order the	refore is December 2022		
NOTE: This Change Order does not include chang have been authorized by Construction Change Dir 7.3.8 of AIA Document A201.	ective for which the cost or time a			
Not valid until signed by the Architect, Contra	actor and Owner.			
Russo Barr Associates Tho	mpson Waterproofing	Town of Brookline	44 1117 44	
	TRACTOR (Typed name)	OWNER (Typed name)		
OBseu_				
(Signature) (Signat	ture)	(Signature)	© 2000 AIA®	
Andy Barr			AIA DOCUMENT G701-20	00
BY		ВҮ	CHANGE ORDER	
12.08.2022				

DATE

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The American Institute of Architects
1735 New York Avenue, N.Mage: 4
Washington, D.C. 20006-5292

DATE

Instructions

GENERAL INFORMATION

PURPOSE. This document is intended for use in implementing changes in the Work agreed to by the Owner, Contractor and Architect. Execution of a completed G701 form indicates agreement upon all the terms of the change, including any changes in the Contract Sum (or Guaranteed Maximum Price) and Contract Time.

RELATED DOCUMENTS. This document was prepared for use under the terms of AIA general conditions, including AIA Document A201, General Conditions of the Contract for Construction, and the general conditions contained in AIA Document A107, Abbreviated Owner-Contractor Agreement Form for Construction Projects of Limited Scope—Stipulated Sum.

USE OF CURRENT DOCUMENTS. Prior to using any AIA document, the user should consult the AIA, an AIA component chapter or a current AIA Documents Price List to determine the current edition of each document.

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COMPLETING THE G701 FORM

DESCRIPTION OF CHANGE IN THE CONTRACT

Insert a detailed description of the change or reference specific exhibits describing in detail the change to be made in the Contract by this Change Order, including any Drawings, Specifications, documents or other supporting data to clarify the scope of the change.

DETERMINATION OF COSTS

Insert the following information in the blanks provided, and strike out the terms in parentheses that do not apply:

- the original Contract Sum or Guaranteed Maximum Price;
- the net change by previously authorized Change Orders (note that this does not include changes authorized by Construction Change Directive unless such a change was subsequently agreed to by the Contractor and recorded as a Change Order);
- the Contract Sum or Guaranteed Maximum Price prior to this Change Order;
- the amount of increase or decrease, if any, in the Contract Sum or Guaranteed Maximum Price; and
- the new Contract Sum or Guaranteed Maximum Price as adjusted by this Change Order.

CHANGE IN CONTRACT TIME

Insert the following information in the blanks provided, and strike out the terms in parentheses that do not apply:

- the amount in days of the increase or decrease, if any, in the Contract Time; and
- the date of Substantial Completion, including any adjustment effected by this Change Order.

EXECUTION OF THIS DOCUMENT

When the Owner and Contractor, in concurrence with the Architect, have reached agreement on the change to be made in the Contract, including any adjustments in the Contract Sum (or Guaranteed Maximum Price) and Contract Time, the G701 document should be executed in triplicate by the two parties and the Architect, each of whom retains an original.







Thompson Waterproofing

Masonry Restoration & Waterproofing Specialists

Waterproofing Joint Sealants

12/05/2022

Mr. Andrew Barr Russo Barr Associates, Inc. 55Sixth Rd., suite 6 Woburn, MA 01801 Via Email: abarr@russobarr.com



\$9,129.14

Subject: Exterior Envelope Repair Project Five Buildings

Brookline

RE: COR #3R - Credits & Additional Repairs at Library, Public Safety Bldg., Fire Station #4 & Soule Ctr.

Dear Andrew,

Thompson Waterproofing presents the following pricing information for the above referenced project. The additional scope is based on our field review and discussion. Please review the following scope of work to ensure that it meets your requirements.

PUBLIC SAFETY BUILDING:

Credits

-	Public Safety – Base scope (2C) brick rebuilds (14sf)*		\$1,944.60
-	Public Safety – Base scope (2D) individual brick replacement (21ea)*		\$2,076.00
-	Public Safety – Base scope (1J) concrete spall (3sf)		\$297.42
-	Public Safety – Base Scope (3A) limestone crack repair (28sf)		\$2,775.92
-	Public Safety – Base Scope (3G) limestone repointing (22lf)		\$510.18
		TOTAL	\$7,604.12

^{*}Portion of the scope utilized towards drilling out abandoned anchors and filling in cavities.

Added Scope

 Public Safety - Existing façade restoration behind pulled down chimney including: furnishing shoring and rebuild of additional unforeseen sections of outer wythe of brick and inner wythe where displaced and/or missing, chipping off mortar deposits from façade, cutting & pointing mortar joints full height and heavy detergent wash to remove mortar residue from the brick in accordance with approved field mockup.

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LIG	w	v	1

TOTAL CHANGE ORDER REQUEST

MAIN LIBRARY:

Credits

-	Main Library – Base scope (2C) brick replacement (6ea)		\$593.14
-	Main Library – Base scope (3A) limestone crack repair (15sf)*		\$1,487.10
-	Main Library – Base Scope (3F) cap flashing install (4lf)		\$1,250.00
		TOTAL	\$3,330.24

^{*}Portion of the scope utilized towards re-securing section of loose coping on east elev. addition penthouse.

Added Scope

- Main Library - Additional limestone patching (22sf) in addition to base scope of work.

|--|

2 of Mechanics for	1.00 CD	@	\$2,499.20 /CD	\$2,499.20
Materials and Equipment				
Materials: Matrix repair mortar,	sealant, misc.			\$833.71
Equipment: Lift, chipping hamme	r, grinders, vac., mis	sc.		\$621.87
Subtotal				\$3,954.78
OH & P 10%				\$395.48
Bond 2%				\$87.01
TOTAL				\$4,437.26
APPLIED CREDIT				\$3,330.24
TOTAL CHANGE ORDER RE	QUEST			\$1,107.02

SOULE REC. CENTER:

Added Scope

- Soule Rec. Ctr. - Existing stucco misc. repairs to prepare for elastomeric coating application.

•				
	a	h	n	
L	ла	IJ	v	1

1 of Mechanics for	0.75 CD	@	\$1,249.60 /CD	\$937.20
Materials and Equipment				
Materials: Textured elastomeric	resufacing product			\$255.00
Equipment: Power washer	<i>C</i> 1			\$48.00
Subtotal				\$1,240.20
OH & P 10%				\$124.02
Bond 2%				\$27.28
TOTAL CHANGE ORDER F	REQUEST			\$1,391.50

93 Federal Avenue • Quincy, MA 02169 • P 617-471-9966 • F 617-472-9977 • www.thompsonwp.com

FIRE STATION #4:

Credits

Labor

- Fire Station #4 – Base scope (3A) repair cracked limestone north elev. door threshold \$1,090.54

Added Scope #1

- Fire Station #4 – Demo out entire deteriorated concrete threshold at north elevation garage doors. Install dowels into existing slab install epoxy coated reinforcing and install new concrete threshold sloped to shed water and allow doors to function properly.

Mataria	la and	Farrin	

2 of Mechanics for 2.50 CD @ \$2,499.20 /CD \$6,248.00

Materials and Equipment

Materials: Dowels, reinforcing, repair mortar, forms, misc.	\$1,131.30
Equipment: Chipping hammers, grinders, vac., misc.	\$182.00
Cultural	¢7.5 <i>(</i> 1.20
Subtotal	\$7,561.30
OH & P 10%	\$756.13
Bond 2%	\$166.35
TOTAL	\$8,483.78
APPLIED CREDIT	\$1,090.54
TOTAL CHANGE ORDER REQUEST	\$7,393.24

Added Scope #2

- Fire Station #4 – Existing chimney repairs including: cutting and pointing all brick above roof level 290sf, replacement of cracked brick 26ea, installing helical stitches in cracks, removing existing bluestone cap, forming and pouring a new cast stone cap, clear penetrating sealer application to protect from moisture.

Labor

2 of Mechanics for	6.50 CD	@	\$2,499.20 /CI	\$16,244.80
Materials and Equipment				
Materials: Brick, mortar, sealer,	forms, misc.			\$1,287.43
Equipment: Access lift/pipe stag	ing, power washer, chip	pping hammer,	grinders, vac., misc.	\$4,423.00
Subtotal				\$21,955.23
OH & P 10%				\$2,195.52
Bond 2%				\$483.02
TOTAL CHANGE ORDER R	EOUEST			\$24,633,77

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3.H.

Terms & Conditions

- Excludes any and all winter conditions
- All work will be performed during regular work hours unless otherwise specified
- Any work to be performed on a Time and Materials basis shall be based on pre-approved rates. No work shall be done on a T&M basis until rates are agreed upon in writing.
- > Thompson Waterproofing will complete all work in a workman-like manner in accordance with industry standards.
- All Thompson Waterproofing pricing is based on all existing materials being non-hazardous and does not include any special removal or disposal costs associated with such. Thompson Waterproofing is relying on information provided by the client, whether verbally or in writing, that there are no hazardous materials at or near the project site. As such, the client shall indemnify Thompson Waterproofing for any costs incurred due to the presence of hazardous materials.
- Any alteration or deviation from the above proposal or related specifications involving extra costs will be performed only upon receipt of a written change order and will become an extra charge over and above the contract price.

Thank you for the opportunity to submit this change order request. Should you have any questions or require additional information, do not hesitate to call me at 617-471-9966. Please advice of acceptance at your earliest convenience.

Sincerely.

THOMPSON WATERPROOFING, INC.

Max M. Wojnarowskí

Cc: 22-012, Brookline 5 Bldg. Restoration

AIA Document G701™ - 2017

Change Order

PROJECT: (Name and address) Expansion of Brookline High School,

(Project A and Project B)

Brookline, MA 02445

OWNER: (Name and address) Town of Brookline, Massachusetts, by and through the Board of Selectmen of Brookline

333 Washington Street, Brookline, MA

02445

CONTRACT INFORMATION: Contract For: Construction

Date: July 24, 2018

ARCHITECT: (Name and address) William Rawn Associates Architects

Inc.

10 Post Office Square, Suite 1010, Boston, Massachusetts 02109

CHANGE ORDER INFORMATION:

Change Order Number: 028

Date: December 8th, 2022

CONTRACTOR: (Name and address) Skanska USA Building Inc.

101 Seaport Boulevard, Suite 200,

Boston, MA 02210

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCCO No. 035: \$0

Neither the adjustments to the Contract Price nor the Contract Time upon which this PCCO is based contemplates any project delays, suspensions, disruptions, cost escalations or other impacts caused, directly or indirectly, by the Pandemic (as defined in the GMP), as such cost adjustment to the Contract Sum and GMP shall be reconciled in accordance with the Owner Pandemic Allowance. Skanska further reserves all rights to request adjustment of the Contract Time as a result of the Pandemic Standards and in connection with this PCCO. Skanska will make every reasonable effort to provide the required documentation and notice in accordance with this Contract, however, Skanska may not be able to meet the contractual deadlines due to circumstances outside of Skanska's control.

The original Contract Sum was The net change by previously authorized Change Orders The Contract Sum prior to this Change Order was The Contract Sum will be increased by this Change Order in the amount of The new Contract Sum including this Change Order will be

The Contract Time will be unchanged by Zero

The new date of Substantial Completion will be

(0) days

January 14, 2022

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

149,202,652 150,041,540

0 150,041,540

1

3.I.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Skanska USA Building Inc. Town of Brookline William Rawn Associates Architects Inc. ARCHITECT (Firm name) CONTRACTOR (Firm name) OWNER (Firm name) Rob Mulligan SIGNATURE SIGNATURE Rob Mulligan Andrew Jonic, AIA Assoc. Principal PRINTED NAME AND TITLE PRINTED NAME AND TITLE PRINTED NAME AND TITLE 12/8/22 DATE DATE 12/8/22 DATE

CO 028 / PCCO-035



Prime Contract Change Order Number 035

Brookline High School Project # 1318014 Skanska USA Building Inc.

To Contractor:

Date: 12/8/2022

Skanska USA Building Inc.

The Contract is hereby revised by the following items:

GMP CO 028: Approved CE's/Authorization Requests

AR	CE	Description	Amount
300.334	300.1489	STEM - FB 163 R4 NRC Acoustic Changes	\$ 0.00

Total 0.00



Skanska USA Building Inc. Brookline High School

115 Greenough Street, Brookline, MA 02445 Tuesday, October 11, 2022

To: Town of Brookline

Raymond Masak

From: Skanska USA Building Inc.

115 Greenough Street, Brookline, MA 02445

333 Washington Street, 6th Floor

Brookline, MA 02445

Authorization Request: 300.334

Brookline High School - 1318014 - STEM Field Bulletin 163 r4 Acoustic Louvers

Skanska USA Building Inc. has finalized pricing Cost Event # 300.1489. In accordance with the Owner contract, Skanska USA Building Inc. has reviewed the proposal(s) submitted by the subcontractor(s) for this change. The information contained herein is consistent with the scope of work to be performed.

Scope Overview: This AR is being submitted to capture costs associated with the above noted bulletin. Please see the attached proposal for miscellaneous exclusions.

Schedule Impact: If approval is obtained this week direction will be provided to EAS to release grilles and the work can be scheduled for install during BHS Christmas vacation.

Funding Source

This is a Contract Scope change and will result in a change to the project budget.
 This change will be funded from Construction Contingency.
 This change represents a Budget Transfer.

Proposed Cost

Item No.	Company	Scope Description	Amount
001	EAS	Field Bulletin 163R4 – Modify Grilles and Insulation	\$26,259
		Fund from Construction Contingency	-\$26,259
002	SKA	Allowance – remove and reinstall ceiling tiles and	\$13,000
		grid. Cut open walls for new grilles, patch, paint, and	
		clean rooms.	
		Construction Contingency	-\$13,000

Total of this Authorization Request: \$0

By countersignature below, Owner agrees with the funding source and authorizes Skanska USA Building Inc. to issue subcontract change orders for the work as indicated above.

Page: 51

Authorization AR 300.334

Skanska USA Building, Inc.	William Rawn Associates		Hill/Town of Brookline			
Signature <i>Rob Mulligan</i>	Signatu	nature Signatur		ure Nav		
Name Rob Mulligan Nam		Recommended for approval by the Town of Brookline Name Andrew Jonic William Rawn Associates, Architects Inc.		lan Parks (Hill) recommended acceptance to ToB; pending BBC approval		
Date 10/11/22	Date	10/24/2022	Date	10/12/22		



PCO #048

E. Amanti & Sons, Inc.390 Highland Ave.Salem, Massachusetts 01970

Phone: (978) 745-4144 Fax: (978) 745-8833 Project: 1947 - Brookline, HS Expansion Proj. C-HVAC 115 Greenough Street Brookline, Massachusetts 02445

DRAFT

Prime Contract Potential Change Order #048: FB-163R4 Acoustic Louvers

TO:	Skanska USA Building Inc. 101 Seaport Boulevard Suite 200 Boston, Massachusetts 02210	FROM:	E. Amanti & Sons, Inc. 390 Highland Ave. Salem, Massachusetts 01970
PCO NUMBER/REVISION:	048 / 0	CONTRACT:	1 - Brookline, HS Expansion Proj. C-HVAC
REQUEST RECEIVED FROM:	Rob Mulligan (Skanska USA Building Inc.)	CREATED BY:	John Mondello (E. Amanti & Sons, Inc.)
STATUS:	Draft	CREATED DATE:	10/7/2022
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$26,259.00

POTENTIAL CHANGE ORDER TITLE: FB-163R4 Acoustic Louvers

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

FB-163R4 Acoustic Louvers

R&R Ceilings by other, No Cutting and Patching, No Painting, No Testing and Balancing

ATTACHMENTS:

#	Budget Code	Description	Amount
1	O Other	FB-163R4 Acoustic Louvers	\$26,259.00
		Grand Total:	\$26,259.00

Skanska USA Building Inc.

101 Seaport Boulevard Suite 200 Boston, Massachusetts 02210

E. Amanti & Sons, Inc.

390 Highland Ave.

Salem, Massachusetts 01970

SIGNATURE DATE SIGNATURE DATE SIGNATURE DATE

		SUBCO	NTRACTO	OR CHAN	GE REC	UEST			
	Brookline High School Proje	ct C Stem	PROJ. NO.			С.М.	s	kansl	ка
	Skanska PCO NUMBER:	10/4/2022	PCO DESC.	FB 163r4 Louv	ers		<u> </u>		
	DATE:	10/4/2022							
	FIRM SUBMITTING CHANGE REQUEST:	E. A	manti & Sons, Inc		l				
1.	DIRECT LABOR: SUBCONTRACTOR	and/or SUB-SUBCON	TRACTOR:						
	Use only Prevailing Wage Rates or Owner-Approved Wages If any work is performed by a lower tier sub, labor rates mus		r to executing any change	s, and those costs prese	nted on a Sub-Subco	ontractor Change Request Fo	rm.		
						REQUEST FOR APPROV			
	Trade	Classification (Foreman, Journeyman, Apprentice)	Total Hrs. <u>Worked</u>		Costs (Item I from	fter its approval by the CM Total Base Cost Wages + Fringe	Base Wage Rate for Ins/Taxes (Item D from Wage Approval Sheet)		Total Direct Labor Cost
	Foreman		8.00			\$ 135.01		\$	1,080.08
	Sheetmetal	Journeyman	72.00			\$ 121.53		\$ \$	8,750.16
						\$ -		\$	-
					TOTAL RA	Total Base Wages ASE and FRINGE DIRE	\$ 256.54	s	9,830.24
•	MATERIAL C. CURCONTRACTOR		(F				'		7,830.24
2.	MATERIALS: SUBCONTRACTOR:	terial Description	(For extensive ma	teriai lists, attach o	Otv	and enter as a lump	Cost Per Unit		Total
	Louvers	teriai Description			1.00	Cint	\$ 4,500.00	\$	4,500.00
	Duct Wrap				1.00		\$ 140.99	\$	140.99
	FSK Tape				2.00		\$ 23.88 \$ 16.75	\$	47.76 33.50
	Duct Sealer Duct Work lbs.				388.00		\$ 16.75 \$ 4.50	\$	1,746.00
	Trucking (Ladder, Material, etc.) Pick up and	delivery			1.00		\$ 250.00	\$	250.00
		,						\$	-
								\$	_
								\$	-
						TOTAL MAT	ERIALS COST:	\$	6,718.25
3.	EQUIPMENT: SUBCONTRACTOR:		(For extensive equ	ipment lists, attac	h detailed back	rup and enter as a lum	p sum below)		
	Equ	ipment Description			Qty	Unit	Cost Per Unit		Total
								\$	-
								\$	-
						TOTAL FOLI	IPMENT COST:	\$	-
						TOTAL EQUI	II MENT COST.	J	
4.	LUMP SUM SERVICES PROVIDED TO	SUBCONTRACTOR	(Not Typical. Con	ntact GC for Dir	ection):				
	NE 1 1 T 1 2	Description of	Lump Sum Servic	ce - attach backu	р			6	Total
	Mobil Insulation \$ 7,424.00								
								\$ \$	-
					тот	AL LUMP SUM SE	RVICES COST:	\$	7,424.00
_	CURTOTAL OF CURCONTRACTORS F	MDECT COSTS (ITEM	TC 1 2 1 2)					s	16,548,49
	SUBTOTAL OF SUBCONTRACTOR'S D							J.	10,546.49
6.	SUBCONTRACTOR'S ALLOWED O&P	MARK-UP ON ALLO	WABLE DIRECT	T COSTS (10% C	OF ITEM 5)		\$ 0.10	\$	1,654.85
7.	INSURANCE AND TAXES ON SUBCON			N/A			1		
	Insurance & Taxes Rate (30%, or a		lase Wages Subject to l OR APPROVAL FOR						
				T	OTAL COST I	NSURANCE AND TA	XES ON LABOR	\$	-
8.						SUBCONTRACTOR			18,203.34
9.			TO	TAL COST OF W	ORK PERFOR	MED BY SUB-SUBC	ONTRACTOR(S)	\$	7,424.00
10.			**	ALLOWABLE N	MARKUP ON S	UB-SUBCONTRACT	OR'S WORK 5%	\$	371.20
11.			TOTAL COST	OF WORK INCL	UDED IN THIS	S CHANGE REQUES	T (ITEMS 9+10) :	\$	25,998.54
12.	SUBCONTRACTOR BOND Approved bond premium percentage x item 11.					1 000/	_ FEM.11.	6	250.00
13				TOTAL CHAN	CE DDODOS	1.00% AL AMOUNT, incl	x ITEM 11:	\$	259.99 26,259.00
13.	Additional Notes:			TOTAL CHAN	GE FRUPUS.	ALIMOUNI, INC	uding bond cost	· tu	20,239.00
	R&R Ceilings by other, No Cutting and Pa	tching, No Painting, N	o Testing and Bal	ancing					
	Change proposals must include a cov	ver letter on company lett	erhead identifying	the PCI number, a	description of	the scope of work and	the total cost of the	Chang	ge Request.
	** By Contract, the maximum	aggregate mark-up allo	wed on direct allow	able costs is 10%,	and may be sha	red between Sub and	Sub-Subs, where ap	plicab	le.

MOBILE INSULATION JOB QUOTE

Mobile Insulation Co., Inc.

611 Trapelo Road

Waltham, MA 02454

Tel: 781-893-3198

Email:

bobleblanc@mobileinsulationcompany.com

Date: 91622
TO: JACK MONDERD
Company: E. AMANT. & SONS NC
Email: Jack @ eamant. , com
From: Bob LeBlanc - Mobile Insulation Co., Inc. Page of
JOB/PROJECT: TOWN OF BROOKLINE
BROOKLINE HIGH SCHOOL EXPANSION
STEM WING
BROOKLINE MA.
- NSVLATE SPECIFIED DUCTWORK IN ROOMS
= 204 AND = 206 WITH SOUND SEAL B-10/QFA-3
Cours Lill
SOUND LAGGING
- PER FIELD BULLETIN # 163 R4 DATED
8 9 22
4 t 4 2 4.
HO SHIELDS
NO PREMIUM TIME
LEAD TIME ON MATERIAL 2 WEEKS

Please call with any questions

"Thank you for your business"



Change Order

Brookline, MA

PROJECT: (name and address)
Brookline High School
115 Greenough Street
Brookline, MA 02445
OWNER: (name and address)
Town of Brookline - Represented by
The Brookline Building Commission
333 Washington Street

CONTRACT INFORMATION:

Contract For: Deferred Maintenance Expansion Project

ARCHITECT: (name and address)
William Rawn Associates, Architects, Inc.
10 Post Office Square

10 Post Office Squar Boston, MA 02109 CHANGE ORDER INFORMATION:

Change Order #: 10 Date: December 7, 2022

CONTRACTOR: (name and address)

N.B. Kenney Company, Inc. 68 Barnum Road Devens, MA 01434

The Contract is changed as follows:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

NBK Credit to the Town of Brookline in the amount of \$1,000.00 for a Contract Adjustment to correct a mathematical error on previously submitted Change Orders resulting in a mutually agreed upon Contract Value of \$3,507,870.91 as of this Change Order #10.

-\$1,000.00

The original (Contract Sum) (Guaranteed Maximum Price) was

The net change by previously authorized Change Orders

The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was

The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged)
by this Change Order in the amount of

The new (Contract Sum) (Guaranteed Maximum Price), including this Change Order, will be

3,507,870.91 (0) days.

-1,000.00

3,075,000.00

433,870.91

3,508,870.91

The new (Contract Sum) (Charamper Maximum Price), including this Change Order,

The Contract Time will be (increased) (decreased) (unchanged) by

Remains Unchanged

The rewritate of Substantial Completion will be distinct to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

DATE	DATE	DATE
	12/07/2022	
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
Andrew Jonic - Project Architect	Robert B. Nims, Executive VP	Raymond D. Masak - Project Manager
SIGNATURE	SIGNATURE	SIGNATURE
	I Coleff B.	
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
WRA Architects, Inc	N.B. Kenney Company, Inc.	Town of Brookline

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G701TM – 2017. Copyright © 1979, 1987, 2000, 2001 and 2017 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.



Hill International, Inc. 75 Second Ave, Suite 300 Needham, MA 02494 Tel: 617-778-0900 www.hillintl.com

November 17, 2022

Mr. Tony Guigli Project Manager Town of Brookline 333 Washington Street Brookline, MA 02445

Subject: Brookline High School Expansion Project

Hill International, Inc. - Amendment No. 11 - Extended OPM Services

Dear Mr. Guigli:

As you know, there have been significant construction delays in the Lambrian Construction contract work for the Quad and Third Floor Renovations, despite Hill's efforts to guide this particular General Contractor to project completion. Lambrian's current recovery schedule indicates a Substantial Completion date of December 23, 2022.

We are proposing the attached Amendment #11 to assist the Town in continued management of this work and the remaining close-out activities for Skanska, NB Kenney, and CTA. This amendment seeks to modify our team's services from October 1, 2022 through December 31, 2022 requesting approval of \$75,115.00 to our not-to-exceed contract, consistent with the feedback received from the BBC on November 8, 2022.

We sincerely appreciate the opportunity to continue providing our services to the Town of Brookline.

Please do not hesitate to let me know if you have any questions.

Sincerely,

Ian Parks

Project Director

Attachments

cc: file: A4-01

3.K.

ATTACHMENT B

CONTRACT FOR PROJECT MANAGEMENT SERVICES AMENDMENT NO. 11

WHEREAS, the Town of Brookline ("Owner") and Hill International, Inc., (the "Owner's Project Manager") (collectively, the "Parties") entered into a Contract for Project Management Services for the Brookline High School Addition and Renovation Project at 115 Greenough Street and 111 Cypress Street, Brookline, MA (the "Contract"); and

WHEREAS, effective as of October 1, 2022, the Parties wish to amend the Contract, as amended:

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

- 1. The Owner hereby authorizes the Owner's Project Manager to perform services described in previously approved Amendment #5/Exhibit A Scope of Services and per the Workplan attached as Exhibit B, pursuant to the terms and conditions set forth in the Contract, as amended.
- 2. For the performance of services required under the Contract, as amended, the Owner's Project Manager shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services:	Original Contract thru Amendment #10	Amendment #11	Current Contract Total
Schematic Design Phase	\$ 239,994.00		\$ 239,994.00
Design Development Phase	\$ 414,000.00		\$ 414,000.00
Construction Document Phase	\$ 460,000.00		\$ 460,000.00
Bidding Phase	\$ 209,000.00		\$ 209,000.00
Construction Phase	\$ 1,955,317.00		\$ 1,955,317.00
Completion Phase	\$ 125,000.00		\$ 125,000.00
Extended Completion Phase			
/ Summer 2022 Work	\$ 253,435.00	\$75,115.00	\$328,550.00
Total Fee	\$ 3,656,746.00	<u>\$75,115.00</u>	<u>\$3,732,217.00</u>

This Amendment is a result of: Brookline's request for additional OPM services related to project close-out and the Quad and 3rd Floor Renovations (Main Building) thru the end of December 2022 as outlined in Exhibit B.

3. The Construction Budget shall be as follows:	ows:
---	------

Original Budget:	\$137,600,000.00
Amended Budget	\$163,528,691.00
	• •

4. The Project Schedule shall be as follows:

Original Schedule:	Substantial Completion 8/30/21
Amended Schedule	Substantial Completion 9/29/22

3.K.

- 5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract, as amended. The Owner's Project Manager will be working in a supporting role to the Town of Brookline to the limit of the fees and effort contained in the attached EXHIBIT B including assumptions and clarifications outlined in this exhibit. Scope not included in this amendment remains the responsibility of the Owner. Additionally, this amendment memorializes all reimbursable expenses, previously invoiced and paid to the OPM.
- 6. Should the Owner require more services, such matters will be handled under Article 9 of the Agreement.
- 7. Owner's Project Manager may adjust hours in EXHIBIT B to accommodate the Owner.
- 8. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract, as amended, shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract, as amended, remain in full force and effect.

IN WITNESS WHEREOF, the Owner and the Owner's Project Manager have caused this Amendment to be executed by their respective authorized officers.

OWNE	R
	(print name)
	(print title)
Ву	
	(signature)
Date	
OWNE	R'S PROJECT MANAGER
Pete	r Martini
	(print name)
Firs	st Vice President
	(print title)
Ву	
J	(signature)
Date	



Brookline HS - Extended OPM Services - Amendment #11 - EXHIBIT B										
	2022		2023							
	OPM Additi			onal Services						
	Oct	Nov	Dec	Jan	Feb	Mar				
							Projected Hours	Hourly Rate	Projected (Cost
Principal	0	0	0	0	0	0	NO CHANGE	0	NO CHA	NGE
Project Director	0	0	0	0	0	0	NO CHANGE	0	NO CHA	NGE
Sr. Project Manager - Paul Kalous	0	0	0	0	0	0	NO CHANGE	178	NO CHA	NGE
Sr. Project Manager - Ian Parks	64	50	40	0	0	0	154	178	\$ 27,41	2.00
Site Manager - Martin Worrington	120	72	56	0	0	0	248	145	\$ 35,96	0.00
Project Manager - Andy Vo	64	50	40	0	0	0	154	150	\$ 23,10	0.00
Subtotal:	248	172	136	0	0	0		Subtotal	\$ 86,47	2.00
FTE	1.46	1.01	0.80	0.00	0.00	0.00		Balance as of 9/30/22	11,35	57.00
								Amendment #11	\$ 75,11	5.00

Assumptions & Clarifications:

- 1.) Responsibilities of the OPM from October 2022 though December 2022 will be limited to overall project budget tracking, monthly reporting, and assisting the Town of Brookline in close-out of their construction contracts with Skanska, NB Kenney, CTA, and Lambrian Construction as well as on-site supervision of remaining Lambrian Construction work 2 days per week.
- 2.) The OPM will not be involved in managing new scopes of work or bulletin work issued after November 1, 2022.
- 3.) Meeting Attendance: one representative from the OPM will be present at the following meetings during the months of October 2022 through December 2022: weekly OAC meeting for Quad & Third Floor Renovations; bi-weekly Co-Chairs meeting, and monthly BBC meeting. All other meetings will not be attended by the OPM.
- 4.) All remaining OPM related tasks and responsibilities will be transferred to the Town of Brookline beginning January 1, 2023.

TOWN of BROOKLINE Massachusetts



333 WASHINGTON STREET BROOKLINE. MASSACHUSETTS 02445

TEL. (617) 730-2211 FAX: (617) 730-2054 www.brooklinema.gov

January 11, 2023

Brittany Kenny Gomes, Project Coordinator Massachusetts School Building Authority 40 Broad Streel, Suite 500 Boston, MA 02 109

Dear Brittany:

In accordance with 963 CMR 2.00, please find attached for your review and approval a revised Form comprising the new proposed membership of the School Building Committee for the Pierce School located in the Town of Brookline. The Committee was formed in accordance with the provisions of all applicable statutes, local charters, by-laws and agreements of the Town of Brookline Committee Members include the following:

Designation	Name and Title	E-Mail Address and Phone Number	City or Town Resident?	Voting Member
SBC member who is MCPPO certified	Tony Guigli, Owner's Project Manager	tguigli@brookline,ma.gov (617) 730-2044	No	No
Local Chief Executive Officer	Bernard Greene Select Board	bgreene@brooklinema.gov 857 225-0402	Yes	Yes
Administrator or Manager	Charles Carey, Town Administrator	ccarey@brooklinema.gov (617) 730-2210	No	Yes
School Committee Member (minimum of	Dr. Andy Liu	Andy_liu@psbma.org 617 797-8726	Yes	Yes
one)	Helen Charlupski	Helen_charlupski@psbma.org 617 566-5329	Yes	Yes
Superintendent of Schools	Linus J. Guillory Jr., PhD Superintendent of Schools	linus_guillory@psbma.org 617 730-2401	No	Yes

		1		
Local Official responsible for Building Maintenance	Charlie Simmons, Director of Public Buildings	csimmons@brooklinema.gov 617 730-2185	No	Yes
Representative of Office authorized by law to construct school buildings	Daniel Bennett, Building Commissioner	dbennet@brooklinema.gov 617 730-2099	No	Yes
School Principal	Jamie Yadoff	jamie yadoff@psbma.org	No	Yes
1		617 730-2580		
Member knowledgeable in educational mission and function of facility	Lesley Ryan-Miller Deputy Superintendent of Teaching & Learning	Lesley_ryan_miller@psbma.org 617 730-2401	No	Yes
Local budget official or member of local finance committee	Carol Levin, Advisory (Finance)Committee	carolslevin@mac.com 617 731-0166	Yes	Yes
Members of community with architecture,	Steve Heikin, Planning Board Janet Fierman, Building	steveheikin@gmail.com 617 270-1182	Yes	Yes
engineering and/or construction experience	Commission	jfierman@rcn.com 617 347-6348	Yes	Yes
Other: Please provide brief background info/expertise (see below)	Assistant Superintendent of Schools Administration & Finance	TBD, position currently vacant 617 730-2424	No	Yes
into/expertise (see below)	Melissa Goff Deputy Town Administrator	mgoff@brooklinema.gov 617 730-2205	No	No
	Aaron Williams, school parent Nurit Zzuker, school parent	aaroncwilliams@g,mail.com 617 784-7909	Yes	Yes
	Nancy O'Connor	Nurit_zuker@me.com 617 669-9651	Yes	Yes
	Vice Chair of parks and Recreation Commission	nwalshoconnor@gmail.com 617 232-4692	Yes	Yes
	Matt Gillis Director of Operations (Schools)	Matt_gillis@psbma.org 617 730-2419	No	No

After approval of this committee by the Authority, Brookline will notify the authority in writing within 20 calendar days of any changes to the membership or duties of said committee

Sincerely,			
Charles E. Carey	A a a a a a a a a a a a a a a a a a a a	Data	
Town Administrator	Approved by MSBA	Date	



Sigalle Reiss, MPH, RS/REHS Director of Public Health & Human Services

TOWN OF BROOKLINE DEPARTMENT OF PUBLIC HEALTH

11 Pierce Street, Brookline, Massachusetts, 02445 Telephone: (617) 730-2303 Facsimile: (617) 730-2296 www.brooklinema.gov/health

December 20, 2022

Memo: Approval for hiring a Sr. Public Health Inspector

To: Brookline Select Board

Attn: Heather Hamilton, Chair of the Brookline Select Board

Chair Hamilton,

Brookline Public Health and Human Services seeks the authorization of the Select Board to employ a new Sr. Public Health Inspector with the assistance of the Office of Human Resources. The Office seeks to fill the position following the resignation of Sr. Public Health Inspector, Kervin Hilaire.

The Sr. Public Health Inspector works in the Environmental Division to ensure the safety and wellbeing of Brookline residents. Duties include, but are not limited to, conducting health inspections, infectious disease control and enforcing town by-laws.

Thank you for considering this request.

Sincerely,

Sigalle Reiss, MPH, RS/REHS Director of Health and Human Services



Town of Brookline

Massachusetts

Authorization To Hire Request Form

Send the completed form to Human Resources for review/approval. HR will send the approved form to the SB for placement on the agenda. This form is required for all full-time, regular and part-time regular positions. This excludes seasonal and temporary positions.

1.	Position Title:	Grade:
2.	Department:	Division:
3.	Position Control #:	Prior Incumbent:
	a. Reason for Leaving: ☐ Resignation ☐ Re	etirement Other:
4.	Budgetary Information:	
	Department Code: Budget Code:	%
	Grant Funded-Name:	Revolving Fund Enterprise Fund
	☐ Full-Time: # of hours/week: ☐ 37 ☐ 37.5	☐ 40 ☐ 42 or ☐ Part-Time hrs/week:
6.	Position Information:	
Su	ımmarize the primary function of this position.	
— 7.	I have considered the following alternatives to fil	•
11	. Suggested sources for specialized recruitment a	advertising:
13	. Signatures:	
Dε	epartment Head:	Date:
Нι	ıman Resources:	Date:
То	own Administrator:	Date:
14	. Approvals:	
D	ate on SB Agenda:	Date Approved:



Town of Brookline

Massachusetts

Authorization To Hire Request Form

Send the completed form to Human Resources for review/approval. HR will send the approved form to the SB for placement on the agenda. This form is required for all full-time, regular and part-time regular positions. This excludes seasonal and temporary positions.

Position Title: Library Assistant II AFSCME	Grade: K02
2. Department: Library	Division: Central Services - Circulation
3. Position Control #: 13577	Prior Incumbent: Julie Falsioni
a. Reason for Leaving: Resignation Reti	rement Other:
4. Budgetary Information : Department Code: 6100 Budget Code: 6	§110%
Grant Funded-Name:	Revolving Fund Enterprise Fund
☑ Full-Time: # of hours/week: ☑ 37 ☐ 37.5 ☐	☐ 40 ☐ 42 or ☐ Part-Time hrs/week:
6. Position Information:	
Summarize the primary function of this position. Customer service, circulation services	
7. I have considered the following alternatives to filling This position was an Library Assistant III, changing to Libra 11. Suggested sources for specialized recruitment and the source of the sou	ary Assistant II. Must be full-time. dvertising:
HR will work closely with the department to actively recruit 13. Signatures:	a night quality diverse talent pool for this position.
Department Head: my and Tuit	Date: 12/15/22
Human Resources:	Date:
Town Administrator:	Date:
14. Approvals:	
Date on SB Agenda:	Date Approved:



Town of Brookline

Massachusetts

Authorization To Hire Request Form

Send the completed form to Human Resources for review/approval. HR will send the approved form to the SB for placement on the agenda. This form is required for all full-time, regular and part-time regular positions. This excludes seasonal and temporary positions.

Position Title: Library Assistant II AFSCME	Grade: <u>K02</u>
2. Department: Library	Division: Central Services - Circulation
3. Position Control #: 206167 Prio	or Incumbent: Lua Frontczak
a. Reason for Leaving: ☑ Resignation ☐ Retirem	nent Other:
4. Budgetary Information: Department Code: 6100 Budget Code: 6110	O%
Grant Funded-Name:	Revolving Fund Enterprise Fund
Full-Time: # of hours/week: 37 □ 37.5 □ 40	Part-Time hrs/week:
6. Position Information:	
Summarize the primary function of this position. Customer service, circulation services	
 I have considered the following alternatives to filling to This position was assigned to Coolidge Corner Location, moving the support of the control of the co	ng to Brookline Village. Must be full-time.
13. Signatures:	
Department Head: Charle Hart	Date: 12/14/22
Human Resources:	Date:
Town Administrator:	Date:
14. Approvals:	
Date on SB Agenda:	Date Approved:

ADMINISTRATIVE ASSISTANT - Public Safety Business

Grade C-08

PRIMARY PURPOSE

Performs routine and complex clerical and technical work related to payroll, purchasing, and accounts receivable functions for the public safety business office; assists with the daily operations of the office; collects data, processes information, maintains department records; and assists with the entire payroll process; performs other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(The essential functions or duties listed below are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

<u>Payroll</u>

Performs payroll related functions for police and fire personnel from initial data entry to verification of information; reviews and processes overtime slips, court time and related compensation due and enters data in to the computer; ensures that detail information and overtime information are complete and that proper recording of hours worked and compensation due is determined. Processes roll call records and enters data; processes FLSA reports, enters data and processes payment; maintains payment schedules.

Processes action entries for new employees and/or or changes in employment status, such as withholding information, direct deposit, retirement and other procedures; processes retirement, termination, injury on duty and other personnel action entries; maintains personnel records related to attendance and leaves; makes correction to records; assists in the processing of educational incentive pay. Assists with rating overtime and working out-of-class records.

Onboarding of new hires, meet with new hires and assist them in completing the new hire paperwork.

Provides assistance to various police and fire personnel relating to compensation and payroll matters; works with other town departments, such as the of Human Resources Department, Comptroller's Office, Retirement Office and others to solve problems, provide information or to gather information.

Calculates and input all police and fire specialty pay information in computer database system. Imports payroll files as well as manually entries into Munis and reconciles all files prior to transmission.

Processes payroll data for all special revenue funds and prepares records to be included in grant and other agency reports.

Town of Brookline, Massachusetts Administrative Assistant - Public Safety January 2017 - 1-

Purchasing

Provides administrative support for the purchase order process for the public safety business office; examines purchase orders for accuracy; enters information into munis database; forwards order by fax, phone, or mail or email to vendor; forwards/files scans all copies to Laserfiche; matches invoices to purchase orders. Maintains inventory of supplies, and equipment and orders supplies using the online system; requisitions building supplies and materials.

Reviews requisitions; confers with vendors to obtain product or service information such as price, availability, and delivery schedule. Maintains PSBO purchasing records such as items or services purchased, costs, delivery, product quality, and inventories.

Provides clerical support for the preparation of Requisitions for Goods and Services, Requests for Proposals and Invitations to Bid.

Accounts Receivable and General Billing

Opens, distributes, and processes incoming checks into Munis. Reconciles all Police detail invoices against detail slips for any errors weekly. Makes corrections to all bills with inaccurate information, and makes corrections to employee paychecks when paid incorrectly for details. Processes general billing warrants for police and fire details as well as mulitiple dwelling inspections and fire master box alarms. Processes weekly delinquent general billing invoices for police and fire details, multiple dwelling inspections and master box alarms. Confers with customers via phone and email regarding delinquent invoices and coordinates payments for delinquent accounts with customers. Provides administrative support for the accounts receivable process for the public safety business office. Collects fees and/or fines and maintains associated records; refers individuals to appropriate source as necessary collection action, i.e tax liens or small claims court.

Collects and enters fees into Munis and maintains records for burglar alarm billing, fire inspection, and fire alarm billing. Maintains receipt balances; balances cash on hand against receipts; prepares and balances deposits. Examines receipts for accuracy and completeness. Performs both manually and imports into Munis general billing database. data entry work.

Assists with monthly updates on traffic totals, monies received and permits issued.

Accounts Payable

Processes and pays for all Police/Fire supplies, building utilities, and all bills for goods and services. Administers the Fire and Police departments' accounts payable process. Ensures correct approval, sorting, coding, and matching of invoices and receipts prior to payment.

Processes all Police and Fire department service bills and purchase orders. Requisitions building supplies and materials, sometimes even services. Enters all requisitions for goods and services.

Town of Brookline, Massachusetts Administrative Assistant - Public Safety January 2017 - 2Checks all claims for accuracy and verifies account codes for proper assignment of budget expenditure. Examines all purchase orders for accuracy. Enters information into database (Munis). Forwards files and copies to those making requisitions. Matches invoices to purchase orders, processes payment, scans all files, and submits to Comptrollers. Prepares the necessary forms and reports for accounts payable processing; reviews documents for accuracy, and detects errors and makes necessary changes.

Contact vendors to obtain W-9. Respond to telephone inquiries from vendors and departments regarding vendor payments. Research missing payments and duplicate payments. Track all utilities with Excel Spreadsheet. Scan all AP documents. Reconcile all PO's during end of year process. Close PO's as needed.

General

Maintains records and files; answers the telephone and responds to citizen requests at the counter, as necessary.

Composes, types, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness. Receives, organizes and distributes mail and reports.

Provides back-up clerical support to other Public Safety clerical staff as needed. Cross trained with Traffic Division for Counting, calculate and record totals of meter income; receive cash and check payments for parking tickets; balance and deposit checks; enter citations for moving violations into Laserfiche database; process parking tickets and release forms from the Registry of Motor Vehicle database.

Works on special projects and assignments; performs similar or related work as required.

SUPERVISION

Works under the general supervision of a Finance Officer, in accordance with established policies and procedures; works independently to complete assignments according to prescribed time schedules; questions are referred to the Finance Officer.

WORK ENVIRONMENT

Performs work in office conditions; the nature and volume of work are subject to various reporting deadlines and unplanned fluctuations.

The employee operates standard office equipment.

The employee has frequent contact with the public, government agencies, court personnel, insurance companies, vendors, and town departments regarding payroll and other department issues.

Town of Brookline, Massachusetts Administrative Assistant – Public Safety January 2017 – 3– The employee is required to use discretion when using information pertaining to personnel, budgetary and legal issues.

Errors could result in delay of services, monetary loss, damage to equipment or legal repercussions.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; Associates or Bachelor's degree preferred, business training; one-two years of basic bookkeeping experience; administrative office experience, payroll and; or an equivalent combination of education and experience. Public Safety experience is highly preferred.

KNOWLEDGE, ABILITY AND SKILL

Knowledge of office practices and procedures; familiarity with public safety operations and procedures; knowledge of payroll and bookkeeping procedures. Working knowledge of purchasing rules.

Ability to work independently, organize time and complete tasks to meet deadlines; ability to communicate effectively with department and town employees.

Computer skills; typing and office skills; mathematical skills; interpersonal skills; organizational skills; written and oral communication skills.

PHYSICAL REQUIREMENTS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.) Tasks require the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects of materials of light weight (up to 10 25pounds). Tasks involve extended periods of time at a keyboard or workstation. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Some tasks require the ability to communicate orally. Vision requirements include the ability to read documents and use a computer.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)

Town of Brookline, Massachusetts Administrative Assistant - Public Safety January 2017 - 4-



TOWN of BROOKLINE

Massachusetts

Department of Public Works

Erin Chute Gallentine Commissioner

Memorandum

To: Select Board

From: Erin Gallentine, Commissioner of Public Works

Date: January 4, 2023

Re: Authorization to Hire

Cc: Chas Carey, Town Administrator

Melissa Goff, Deputy Town Administrator Ann Hess Braga, Director of Human Resources

Alexandra Vecchio, Director of Parks and Open Space

Jay Hersey, Director of Water and Sewer

For your meeting on January 10, 2023, I respectfully submit for your review and approval, a request for authorization to hire the following positions within the Department of Public Works:

Parks and Open Space Division

Landscape Architect / Planner – T-9 Gardener Laborer – LN - 2

Water and Sewer Division

Pipe Layer Laborer - LN - 2

Authorization to Hire

The Department of Public Works respectfully submits for your review and approval the attached Authorization to Hire Request forms and associated position descriptions for the Landscape Architect / Planner role and Gardener/Laborer position within the Parks and Open Space Division and a Pipe Layer position within the Water and Sewer Division.

The Landscape Architect / Planner is responsible for performing professional level landscape and park planning work, including administering various park construction projects, leading the public design review processes for various capital projects, and providing conceptual design development through final design for site layout and materials, grading, surface drainage, play equipment and fields, lighting, water features, planting, and planting soils.

The Landscape Architect position is a critical position in the design and planning of the Town's parks and open spaces, including playgrounds, athletic fields, cemeteries, and small green spaces. This position is responsible for helping the Division advance the projects outlined in our Capital Improvement Plan and works collaboratively across various Town Departments. The former incumbent,

3.P.

Jessie Waisnor, was recently promoted to Senior Landscape Architect within the Parks and Open Space Division.

The Gardener-Laborer position is critical to the continued efficient, effective and proactive maintenance and management of the Town's parks and open spaces.

The Pipe layer/laborer position is critical to the continued efficient, effective and proactive maintenance and management of the Town's water and sewer system. They perform repair and maintenance of water mains, service pipes, hydrants and valves.

Both of the above labor positions are important positions for the Town's snow and ice operations.

Please see attached position description for more information.



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1.	Position TITLE:	Grade:
2.	Department:	Division:
3.	Position Control #:	Prior Incumbent:
	a. Reason for Leaving:	
4.	Budgetary Information:	
	Department Code: Budget Code:	%_
	Grant Funded-Name of Grant:	Revolving Fund Enterprise Fund
6.	Employment Type:	
	Full-Time: # of hours/week:	Part-Time: # of hours/week:
	☐ Permanent ☐ Temporary: expected end da	ate (required)/
7.	Method of Fill:	
	☐ Promotion – To be Posted Internal	ly from:/ to/
	☐ New Hire ☐ Transfer – Please €	explain:
8.	List the top three essential functions of this pos	sition:
	1	
	2	
	_	
	3	
9.	I have considered the following alternatives to	filling this position:
10	. The alternatives are less desirable than new reverse side-	hire action for the following reasons:-continued o

Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other	than local papers)
	-
12. Please attach the current position description.	
13. Signatures:	
Department Head Signature: Trin Chute Gallentine	Date:01/04/2023
Human Resources Director:	Date:
Town Administrator:	Date:
14. Approvals:	
Date on BOS Agenda: Date Approve	ed:

15. Notes:

LANDSCAPE PLANNER AND ARCHITECT

Grade T-9

Position Purpose:

The purpose of this position is to perform professional level landscape and park planning work; administer various park construction projects; provide information and assistance to the public on parks and open space related matters; and provide project design and design review, planning, and construction inspection on park and open space improvement projects. This work requires the application of well developed written, drafting, and analytical skills in parks use, interdepartmental coordination, environmental standards and concerns and other subjects related to landscape planning; all other related work as required.

Supervision:

Supervision Scope: Exercises considerable independent judgment in rendering professional advice to Town boards, commissions, departments, civic organizations and the general public. Duties involve the performance of specialized procedures requiring the exercise of technical expertise in applying standard professional techniques.

Supervision Received: Work is performed under the general direction of the Director – Parks and Open Space Division, and in accordance with state and local laws and regulations. Employee generally establishes own work plan and completes work in accordance with established departmental policies and standards; only unusual cases are referred to supervisor.

Supervision Given: Exercises direct supervision over engineers and student interns, checking work for accuracy and completeness.

Job Environment:

Some work is performed under typical quiet office conditions. Some work takes place outdoors and under variable weather conditions in order to supervise construction and conduct site inventories. Landscape construction oversight often involves working on wet or slippery slopes.

Regularly operates automobile, computer, telephone, digital camera, large-document copier, and all other standard office machines.

Makes regular contacts with other DPW divisions and Town departments, School department, State, Federal and Local agencies, contractors, consultants, and the general public. Contact is by telephone, in writing, through personal meetings, and meetings with groups and requires persuasiveness and resourcefulness to influence the behavior of others.

Has access to limited department-related discretionary information.

Errors could result in the loss of department services, harm public health and safety, and have financial/legal repercussions.

Essential Functions:

Town of Brookline, MA Landscape Planner and Architect DPW Parks and Open Spaces Division (The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Performs landscape architectural design including construction irrigation, planting, grading, and conceptual design work. Coordinates and oversees scope, schedule and budget of multiple projects; sets design, safety and accessibility priorities and maintains accurate progress records as appropriate.

Analyzes sites, defines program elements, develops conceptual design, estimates preliminary construction cost, and establishes design and construction schedules.

Provides conceptual design development through final design for site layout and materials, grading, surface drainage, site improvements and features (including paving, curbs, walls, stairs, site furniture and structures, play equipment and fields, fencing and gates, lighting, water features, art and monuments), planting, planting soils, detail design, and maintenance period.

Facilitates the public process and design review process by scheduling and leading public meetings, fulfilling meeting notification requirements.

Obtains necessary agency approvals and permits, including completing application forms, generating supporting materials, and making presentations.

Coordinates proposed improvements with other town departments and divisions.

Prepares designs and detailed construction drawings/documents, specifications, and cost estimates for both construction, installation, and maintenance. Manages public bid process and contract management process. Where design consultants are used, defines the consultant's scope of services.

Administers construction contracts, including formulating and tracking schedules, reviewing drawings and submittals, reviewing change orders, and approving payments. Selects plants prior to delivery. Oversees the contractor's work on-site, including checking the delivery of materials, layout and grading, and installation methods. Directs the on-site placement of plants.

Oversees maintenance efforts required of the contractor. Documents the construction process in writing and through photography. Where appropriate, provides as-built drawings of the construction.

Conducts surveys and prepares studies and reports regarding anticipated park and open space needs, and coordinates with other departments concerned with long-range planning.

Serves as a liaison with other departments and agencies with respect to projects assigned.

Town of Brookline, MA Landscape Planner and Architect Participates as interdisciplinary/departmental team member to provide expertise in the areas of visual quality, environmental impact, vegetation, landscape plans, etc.

Participates and provides information to community groups and citizens in the coordination of projects from design through implementation. Offers technical advice to citizens regarding landscape architectural issues. Undertake efforts in education, outreach, and interpretation regarding public open space and natural systems.

Researches standards, methods, and materials relative to landscape architectural issues. Keeps abreast of changes in the profession.

Prepares grants and explores sources for program funding.

Forecasts and plans for future parks and open space landscape needs.

Supports other Town departments and divisions with regard to landscape planning and design.

Maintains a variety of computer and related files on assigned projects; report project status to appropriate authority.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Master's degree in landscape architecture and ten years of experience in performing professional landscape architectural work which includes the plan, design, and construction of significant and complex parks and open space projects. Experience in project coordination of Capital Improvement Projects is desirable; or any combination of education, training and experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Special Requirements:

Possession of a Massachusetts Class D driver's license required.

Registration as a professional Landscape Architect in the Commonwealth of Massachusetts.

Knowledge, Ability and Skill:

Knowledge: Knowledge of current principles and practices of landscape architecture as they relate to design, site development and maintenance with particular emphasis in development of parks and open space. Knowledge of project management as it relates to managing, supervising and coordinating consultant services for park facility planning, design, and construction. Knowledge of grading, drainage, planting, irrigation, lighting and types and uses of materials in landscape design and construction. Knowledge of the principles and practices of supervision and maintaining effective working relationships. Knowledge of proper general estimating procedures.

Town of Brookline, MA Landscape Planner and Architect Understanding of the public bidding process. Familiarity with applicable laws, codes, and standards (e.g., ADA, safety standards for playground equipment). Knowledge of current reprographic methods. Awareness of and participation in the larger design community.

Ability: Ability to prepare master and detailed landscape plans, profiles, sketches and color renderings. Ability to effectively interpret, analyze and evaluate consultant performance and data for conformance with project program, goals, and objectives. Ability to work alongside contractors in the field overseeing their operations, including giving clear direction and keeping up with the pace of construction. Ability to manage multiple tasks, determine priorities and evaluate resources. Ability to prepare landscape architectural research and prepare technical documents. Ability to communicate effectively both orally and in writing with individuals and groups regarding complex or sensitive issues or regulations. Ability to establish and maintain effective working relations with town staff, elected officials, outside agencies and the community.

Skill: Graphic skills needed for public presentations and drafting skills for construction drawings. Verbal and written skills for public and technical communications. Computer skills for word-processing, spreadsheets, CAD, GIS, PowerPoint and graphic presentations.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions require maintaining physical condition necessary for sitting, standing, and walking for prolonged periods of time; significant portion of shift is spent traversing uneven terrain. Ability to communicate effectively with diverse audiences, including the public and Town personnel at all levels. Incumbent must have excellent eyesight and hearing well within normal ranges and the ability to distinguish colors. Ability to use standard office equipment, including a personal computer, at a moderate skill level. Operates objects, tools, or controls; picks up paper, files, and other common office objects; may occasionally lift and/or move objects weighing up to 30 pounds such as books, equipment, supplies, etc.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Town of Brookline, MA Landscape Planner and Architect

GARDENER LABORER

PRIMARY PURPOSE

Manual labor and equipment operation relating to maintenance of parks, playgrounds, fields and other facilities; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Perform a range of manual labor, including mowing lawns and fields, sweeping and blowing walkways, picking up litter, and rebuilding baseball diamonds; clean tennis courts, weed fence lines, mulch playgrounds, empty barrels in parks; plant flowers and bushes.

Rake leaves; pick up sticks; inspect play equipment and report damage to equipment, fences, and trees; trim hedges; prune trees and shrubs; make pathway improvements and repairs; remove graffiti.

Operate vehicles and equipment, such as trucks, fork lift, bobcat, ballfield conditioner, tractor, and other equipment; transport personnel and materials to and from job sites; conduct safety inspections of vehicles to ensure proper operation.

Prepare for funerals and dig graves; perform top dressing of graves, such as loaming, seeding and watering; build monument bases and dig and pour cement.

Perform field maintenance, such as overseeding with tractor or overseeder; paint lines for soccer, football, and lacrosse; roll and aerate fields; fill sand boxes; prepare pitcher's mounds; close and winterize fields; put up and dismantle nets and polls; clean courts of leaves and debris; store equipment.

May work at the skating rink to make and remove ice, paint ice surface, keep maintenance logs of ice making equipment, drive Zamboni machine to scrape, clean and make ice, and maintain equipment.

Plow snow, sand and shovel snow around public buildings; maintain power equipment, such as mowers and blowers, including lubrication and sharpening of blades.

Perform similar or related work as required, or as situation dictates.

SUPERVISION

Works under the direct supervision of the Zone Manager, following department rules, regulations and policies to complete assignments; the supervisor provides general and specific instructions; work is checked by the supervisor.

WORK ENVIRONMENT

Work is performed outside in field conditions, with exposure to constant loud noise and potential exposure to equipment with moving mechanical parts and traffic; work may be performed in adverse weather conditions, with exposure to hazards associated with trash pick-up, sanding and plowing, and use of heavy equipment. The workload is subject to seasonal fluctuations which can generally be anticipated. The employee responds to weather and other emergency situations.

The employee operates hand, power and pneumatic tools, trucks and light equipment.

Brookline, Massachusetts Gardener Laborer - Parks & Open Space Division The employee has contact with other DPW employees.

Errors could result in personal injury, injury to others, unsanitary conditions, poor public relations, delay or loss of service and damage to equipment.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; two years of experience performing labor, driving trucks and using light equipment; experience working on grounds maintenance projects and performing snow and ice removal; experience in landscaping desirable; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENT

Valid Driver's License, Class D

KNOWLEDGE, ABILITY AND SKILL

Knowledge of equipment operation and maintenance, safety practices and work zone safety, labor practices and grounds maintenance activities; basic knowledge of landscaping.

Ability to drive and operate light equipment, assist other personnel on projects, lift heavy objects, read plans and diagrams, recognize maintenance or repair needs of vehicles and equipment.

Equipment operation and driving skills.

PHYSICAL REQUIREMENTS

Strenuous physical effort is required. The employee is frequently required to use hands to operate equipment, walk, stand, speak, hear, reach with hands and arms, crouch, crawl, stoop, climb, and continuously lift or move items weighing up to 100 pounds. The employee is required to work in adverse weather conditions. Vision requirements include the ability to read routine documents and operate equipment and vehicles.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1.	Position TITLE :	Grade:
2.	Department:	Division:
3.	Position Control #: Prior	ior Incumbent:
	a. Reason for Leaving:	
4.	Budgetary Information:	
	Department Code: Budget Code:	%
	Grant Funded-Name of Grant:	Revolving Fund
6.	Employment Type:	
	☐ Full-Time: # of hours/week: ☐ F	Part-Time: # of hours/week:
	☐ Permanent ☐ Temporary: expected end date (re-	equired)/
7.	Method of Fill:	
	☐ Promotion – To be Posted Internally from	n:/ to/
	☐ New Hire ☐ Transfer – Please explain	n:
8.	List the top three essential functions of this position:	
	1	
	_ 2	
	_	
	3	
9.	I have considered the following alternatives to filling t	this position:
10	 The alternatives are less desirable than new hire a reverse side- 	action for the following reasons:-continued on
_		

Authorization To Hire Request Form

11. Suggested sources for specialized recruitment adverti	sing: (other than local papers)
12. Please attach the current position description.	
13. Signatures:	
Department Head Signature: Trin Chute Gallen	tins Date: 01/04/2023
Human Resources Director:	Date:
Town Administrator:	Date:
14. Approvals:	
Date on BOS Agenda:	Date Approved:

15. Notes:

PIPE LAYER/LABORER

PRIMARY PURPOSE

Manual labor relating to the activities of the Water and Sewer Division; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Install, repair, and maintain water mains, service pipes, hydrants, sewer and drain connections, catch basins, and manholes and other appurtenances related to water and sewer utilities.

Perform preventive maintenance work on sewers and assist in flushing lines to ensure proper flow; inspect catch basins.

Follow all safety rules and procedures.

Assist with the excavation and backfilling of utility trenches; maintain facilities and perform maintenance tasks; perform general maintenance and cleaning of water related storage facilities, reservoirs and associated grounds; cut grass, rake leaves; shovel snow; maintain hydrant valves and water main valves.

Respond to emergencies relating to water and sewer problems.

Perform similar or related work as required, or as situation dictates.

SUPERVISION

Works under the direct supervision of the Working Foreman Utilities or other supervisor, following department rules, regulations and policies to complete assignments; the supervisor provides general and specific instructions; work is checked by the supervisor.

WORK ENVIRONMENT

Work is performed outside in field conditions, with exposure to constant loud noise and potential exposure to equipment with moving mechanical parts and traffic; work may be performed in adverse weather conditions, with exposure to hazards associated with use of heavy equipment. The workload is subject to seasonal fluctuations which can generally be anticipated. The employee responds to weather and other emergency situations.

The employee operates hand, power and pneumatic tools, light trucks and equipment, including drilling and tapping machines, rodding equipment and pumps.

The employee has contact with other DPW employees, contractors and utility company personnel. Errors could result in personal injury, injury to others, unsanitary conditions, poor public relations, delay or loss of service and damage to equipment.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; two years of experience performing labor and using light equipment and trucks; experience working on construction projects, water and sewer projects, or other maintenance and utility projects; or an equivalent combination of education and experience.

Brookline, Massachusetts Pipe Layer/Laborer - Water & Sewer Division

ADDITIONAL REQUIREMENT

Valid Driver's License, Class D

KNOWLEDGE, ABILITY AND SKILL

Knowledge of equipment operation and maintenance, safety practices and work zone safety.

Ability to operate light equipment and assist other personnel on projects.

Equipment operation and driving skills.

PHYSICAL REQUIREMENTS

Strenuous physical effort is required. The employee is frequently required to use hands to operate equipment, walk, stand, sit, speak, hear, reach with hands and arms, crouch, crawl, stoop, and climb, and continuously lift or move items weighing up to 100 pounds. The employee is required to work in adverse weather conditions. Vision requirements include the ability to operate equipment and vehicles.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1.	Position TITLE :	Grade:
2.	Department:	Division:
3.	Position Control #: Prior	ior Incumbent:
	a. Reason for Leaving:	
4.	Budgetary Information:	
	Department Code: Budget Code:	%
	Grant Funded-Name of Grant:	Revolving Fund
6.	Employment Type:	
	☐ Full-Time: # of hours/week: ☐ F	Part-Time: # of hours/week:
	☐ Permanent ☐ Temporary: expected end date (re-	equired)/
7.	Method of Fill:	
	☐ Promotion – To be Posted Internally from	n:/ to/
	☐ New Hire ☐ Transfer – Please explain	n:
8.	List the top three essential functions of this position:	
	1	
	_ 2	
	_	
	3	
9.	I have considered the following alternatives to filling t	this position:
10	 The alternatives are less desirable than new hire a reverse side- 	action for the following reasons:-continued on
_		

Authorization To Hire Request Form

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12. Please attach the current position description.	
13. Signatures:	
Department Head Signature: Trin Chute Gallen	tine Date: 01/04/2023
Human Resources Director:	Date:
Town Administrator:	Date:
14. Approvals:	
Date on BOS Agenda: Da	ate Approved:

15. Notes:



FIRE DEPARTMENT HEADQUARTERS

John F. Sullivan Chief of Department Emergency Management Director 350 Washington Street PO Box 470557 Brookline MA 02447-0557 Tel: 617-730-2272 Fax: 617-730-2391

www.brooklinema.gov

January 3, 2023

To: Select Board

From: John F. Sullivan, Fire Chief RE: Acceptance of donations

Dear Board Members,

The Brookline Fire Department asks that the Select Board accept with gratitude the following voluntary donation:

•\$400.00 from the Korean Church of Boston – annual donation.

These funds to be credited to the fire department donations account.

Thank you for your consideration.

Sincerely,

John F. Sullivan, Fire Chief

TOWN OF BROOKLINE

REQUEST FOR APPROPRIATION TRANSFER

			D	ATE: January 5, 2023	
	To the Board of Se	electmen:	<i>D</i> .		
	Authority is hereby appropriation for the		n to make the foll lic Safety, Poli Department Nam		
FROM:	<u>ORG #</u> 21002020	ORG NAME Patrol	OBJECT # 510101	OBJ NAME Permanent Full Time	AMOUNT \$14,900
ГО:	21002010	Police Admin	539035	Uniforms	\$14,900
FROM:	21002020	Patrol	510101	Pe <u>rmanent Full Tim</u> e	\$35,369
ro:	21002010	Police Admin	539031	Public Safety Supplies	\$35,369
FROM:	21002020	Patrol	510101	Permanent Full Time	\$31,652
ГО:	21002020	Patrol	531012	Office Supplies	\$31,652
FROM:	21002020	Patrol	510101	Permanent Full Time	\$79,200
ГО:	21002050	Traffic & Parking	524010	Professional/Tech Service	\$79,200
FROM:	21002020	Patrol	510101	Permanent Full Time	\$101,285
го:	21002010	Police Admin	551099	Education / Training	\$101,285
				Mi	
				DEPARTMENT HEAD)
	IN ADDITION TO SE		THE FOLLOWI	NG TRANSFERS REQUIRE A	OVISORY
•					
	from Repairs to P	ublic Buildings (522400); (4) From the	Dept Transfers of more than Parks & Open Space Division any other division of DPW.	
	rantaa di canicerran arang sa			4	
		E	BOARD OF SEL	ECTMEN	



FIRE DEPARTMENT HEADQUARTERS

John F. Sullivan 730-2272 Chief of Department 730-2391 Emergency Management Director 350 Washington Street PO Box 470557 Brookline MA 02447-0557

Tel: 617-

Fax:617-

www.brooklinema.gov

TO: Select Board

FROM: John F. Sullivan, Fire Chief

SUBJECT: Offer of Employment

DATE: January 10, 2023

Former firefighter Justin Aufiero has relocated his family back to Massachusetts after a brief time in Arizona where he was employed by the Chandler AZ Fire Department. FF Aufiero was an excellent employee and left in good standing at the end of 2020 to be closer to his wife's family. He is now seeking to be rehired pursuant to Civil Service rules.

The Select Board had previously approved the filing of this vacancy in September as part of the new recruit cadre, however one of the applicants dropped out of the process at the 11th hour and left us unable to fill the vacancy before the start of the academy..

I am pleased to inform you that Justin has passed the background and CORI check, as well as the associated medical, psychological and Physical Abilities Test administered by the State Human resources Division. Upon approval, FF Aufiero is expected to return to duty on January 23, 2023 and will be assigned to the Training Division for a brief period for re-acclimation followed by an assignment within the Suppression division.

Tonight, I respectfully ask for you to extend an offer of employment.

Respectfully submitted,

John F. Sullivan, Fire Chief / Emergency Management Director



BROOKLINE POLICE DEPARTMENT

To: Mr. Charles Carey, Town Administrator

From: Acting Chief Jennifer Paster

Date: January 3, 2023

Subject: Authorization to Hire

With your approval, I would like to extend an offer of employment to Officer Nicholas Goon. Officer Goon resigned from our agency on August 31, 2022 to pursue a career opportunity with the Bellevue, Washington Police Department. With your permission, we would be looking to rehire him with a tentative start date of February 1, 2023.

I look forward to speaking with you all about this request.

Respectfully submitted,

Jamel Paster

Jennifer Paster Acting Chief of Police



7.A.



UPDATED: January 6, 2023

Delivered via Email c/o <u>dfields@brooklinema.gov</u>

To: Brookline Select Board

From: Andy Martineau, Development Project Manager
RE: Puddingstone Noise Waiver Mitigation Plan (Revised)

CC: Dan Bennett, Building Commissioner

Mike Yanovitch, Neighborhood Liaison Charles Carey, Town Administrator

Devon Fields, Assistant Town Administrator for Operations

Chestnut Hill Realty greatly appreciates the opportunity to submit our revised mitigation plan to the Select Board with revisions following the December 20, 2022, public hearing in order to review the request for a noise waiver to work outside of the Town's normal hours of construction at our Puddingstone 40B project. The enclosed plan incorporates the helpful suggestions offered by the Board and Town Administrator during the hearing in addition to the recommendations included in the December 16, 2022, letter from the Town's Construction Liaison. Our priority is to complete this project as quickly and safely as possible. We believe our proposed mitigation plan will enable us to do so while mitigating potential impacts resulting from extended work hours to the greatest extent possible. Our team looks forward to appearing before the Board at its next meeting on January 10, 2023.

Proposed Extended Day Work Hours and Schedule:

Seven extended workdays: One extended workday per month: January, February, March and June. Two extended workdays in **April or May.**

Extended Day Hours: 6:00 am – 2:00 am

Soft Opening: 6:00 am

Trucking and Concrete pours: 7:00 am to 11:00 pm Concrete Finishing/Quiet Work: 11:00 am – 2:00 am Winter Protection/Monitoring: 11:00 pm – 2:00 am

Mitigation Plan:

1. Communication:

- a. The Construction Liaison intends to hold a virtual meeting in advance of the first extended workday to review the work plan and answer questions from residents. CHR will be available to attend the meeting and will provide the Construction Liaison with all information requested in advance of the meeting.
- b. CHR will provide written notice 72 hours in advance to all Brookline residents on the west side of Hancock Village, Beverly Road abutters with a shared property line, Building Commissioner and Construction Liaison of each extended hours workday.
- c. CHR and our General Contractor will have a 24-hour contact person available to residents and the Town respectively on all extended workdays.
- d. CHR will notify all parties referenced in item 1b above within 24 hours of any schedule change.
- e. CHR will submit a written summary following each extended workday to the Building Commissioner and Construction Liaison within 24 hours following an extended workday. The summary will identify any issues or complaints related to the afterhours work and CHR's plan to mitigate the issue going forward.

2. Logistics and Site Activities:

- a. Required site lighting shall be installed in a manner to reduce glare from the active construction site.
- b. Concrete pumps shall be surrounded by sound dampening mats to reduce noise disruption.
- c. A logistics plan illustrating on site concrete truck traffic flow will be provided to the town and Construction Liaison. The flow will be in a manner that eliminates or significantly reduces the need to back up any concrete trucks. (Note: back up alarms can't be silenced due to 29 CFR OSHA construction requirements).
- d. Police details will be provided at the following intersections: Sherman Rd/Independence Drive, Gerry Rd/Independence Dr, Lagrange St./Beverly Rd and Independence Dr/Beverly Rd.
- e. CHR will provide crossing guards at the following locations: Gerry Rd/Baker Tennis Court entrance
- **f.** CHR will provide police details at the following locations: **Beverly Rd./Independence Dr.,** Gerry Rd./Independence Dr., Hancock Village Dr./Independence Dr. and **Langrange St./Beverly Rd.**
- g. Concrete trucks shall only access the site via the extended work hours truck route included with this plan.
- h. CHR will instruct its contractors to minimize the cleaning of concrete equipment utilizing sledgehammers or mallets during the noise waiver times.

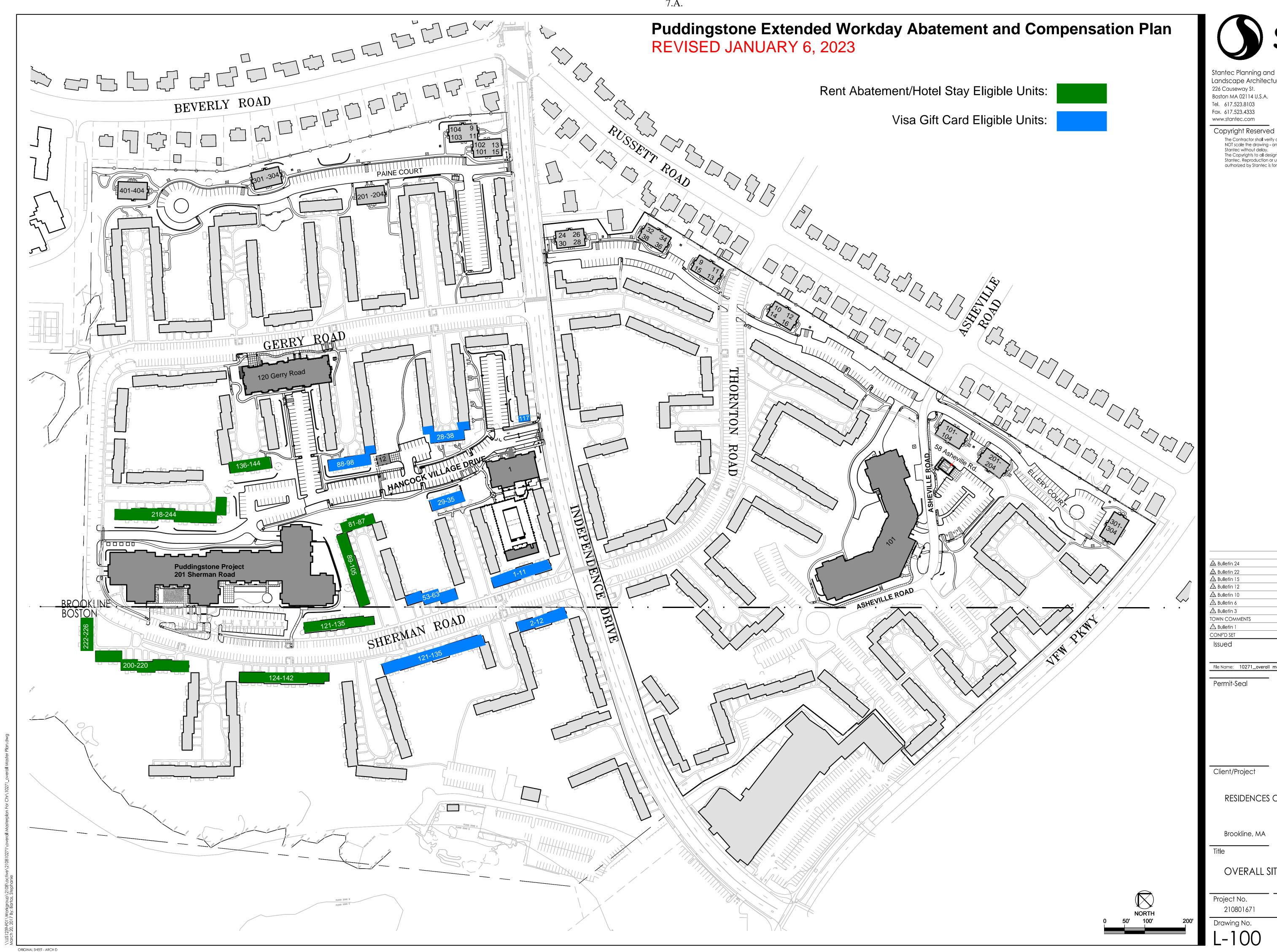
 CHR will provide clear direction to onsite personnel regarding designated parking locations surrounding the site. Under no circumstances shall contractors park in the neighborhood.

3. Resident Compensation:

- a. CHR will abate the rent on the extended workdays for all Hancock Village residents occupying units immediately adjacent to the project site as shown on the attached site plan titled Puddingstone Extended Workday Rent Abatement and Compensation Plan, **Revised January 6**, **2023** (The Abatement Plan).
- b. In lieu of rent abatement on any extended workday, residents of the units shown in green on the Abatement Plan may elect to stay at the Courtyard by Marriott in Brookline or a comparable hotel paid for by CHR. CHR shall work with eligible residents to arrange the accommodations 72 hours before an extended workday.
- c. CHR will provide residents of the units proximate to the project site as shown in blue on The Abatement Plan with seven \$100 pre-paid cards with the intention of the cards being used purchase dinner on the seven extended workdays.

4. Penalties

- a. In the event of a violation of the approved extended work hours, CHR shall make a \$5,000 payment to the Town of Brookline.
- b. CHR shall also have a meeting with the Building Commissioner and Town Construction Liaison to review the specifics of the violation and to discuss how it will be avoided on subsequent extended workdays.





Stantec Planning and Landscape Architecture P.C.

Boston MA 02114 U.S.A

Fax. 617.523.4333 www.stantec.com

The Contractor shall verify and be responsible for all dimensions. DO NOT scale the drawing - any errors or omissions shall be reported to Stantec without delay.

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⚠ Bulletin 15 \land Bulletin 3 TOWN COMMENTS

File Name: 10271_overall master plan.dwg Permit-Seal

Client/Project

RESIDENCES OF SOUTH BROOKLINE

Brookline, MA

OVERALL SITE PLAN

Project No.

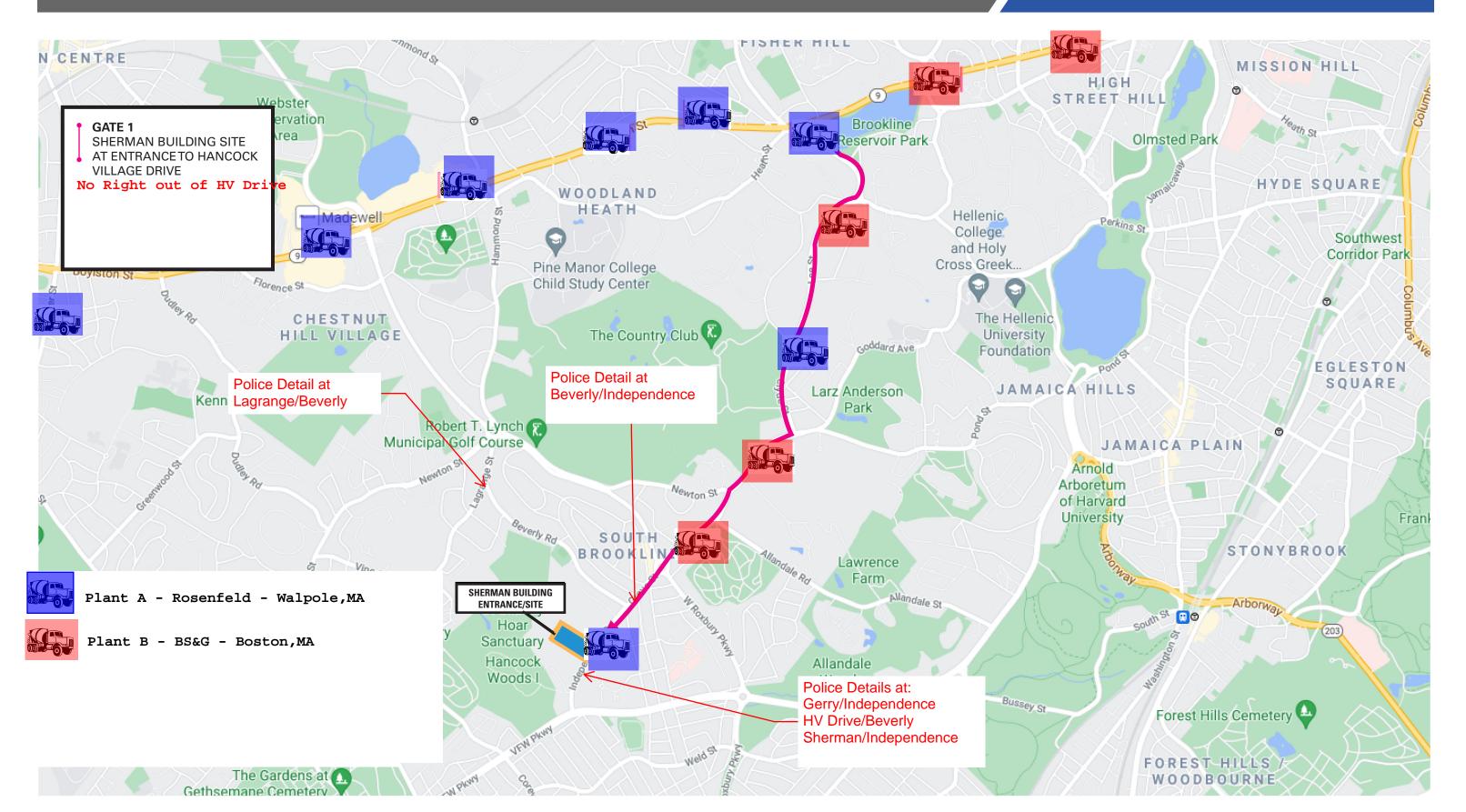
As Noted

Drawing No.

PUDDINGSTONE AT CHESTNUT HILL

TRUCK ROUTE -EXTENDED WORKDAYS

ERLAND.



			PUDDINGSTONE - SUMMARY OF HOURLY ACTIVITIES - (EXTENDED HOURS)											su												
_	DAYLIGHT HOURS																									
	TIME	6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM	12AM 1	AM :	2AM	3AM	4AM	5AM	NOTES
·	PUMP 1	SET UP															*break down									*pumps will be broken down and removed from site as soon as possible
	PUMP 2	SET UP															*break down									
CONCRETE	TRUCK DELIVERY																									deliverys later than 8pm will varry, and will be based on afternoon traffic, size of placement and progress of work on site.
CONC	CRETE FINISHING																									
PROTECTIO	N/MONITORING					'																				onsite workers may be required for larger placements to monitor, maintain and secure work in place
OSHA REQ	UIRED LIGHTING																									Lights will be on for worker saftey per OSHA requiements in work areas only. ON/OFF Duration will be adjusted to available daylight hours.

7.A.

Impact of Delay Per Placement on Concrete Schedule

Design Delay Per Placement – 16 weeks (4 Months)

Control Joint Identification
Control Joint Approval & Reinforcement Design
Post Tension Tendon Shop Drawing Revision
Post Tension Tendon Shop Drawing Approval
Re-Coordination of MEP Penetrations

Concrete Delay – 15 weeks (4 Months)
Minimum

Material Procurement
Added Formwork at New Control Joint
Added Rebar at New Control Joint
Reworking of Tendons at New Control Joint
Added PT Placement (Min. 7 Additional)
Added PT Curing Time
Added PT Stressing

7.A. Summary of Project Impacts

If Request Granted	If Request Not Granted
August of 2024 project completed	April of 2025 earliest project could be completed
Same number of trucks over a much shorter duration	Same number of trucks over a much longer duration
Disruption for HV residents and abutters ends on schedule	Disruption for HV residents and abutters is extended significantly
50 affordable units come online sooner	50 affordable units are significantly delayed

Dear Select Board,

On behalf of myself and my neighbors (noted in the attached letter), we ask that you do not allow a waiver for CHR to work longer hours.

We have enough to contend with on account of the ongoing construction, please do not allow extra time for construction trucks and noise.

Thank you, Beth Boucher

On Dec 20, 2022, at 10:18 AM, Beth Boucher

| Boucher |

Dear Town of Brookline Select Board,

We are writing in regard to the request by Chestnut Hill Realty for a waiver from Sections 8.15.6(a)2, 8.15.6(b) and 8.15.6(c) of the Town's Noise By-Law and the Town's construction work hours.

We live in the neighborhood, and have endured construction for an extended time now. Throughout the pandemic, and up to the present, we have endured the hardship of living in a construction zone, and the accompanying noise and dirt, loss of trees, and increased traffic, especially construction vehicles.

We need to have work hours contained so that we can have relative quiet in the early morning and in the evening. We are already enduring the burden of this massive project.

For these reasons, **we firmly oppose this waiver**. We oppose any expansion of construction hours or noise limits.

Thank you, Beth Boucher & Jamie Folsom 238 Russett Road

Lorin & Jen Rees 14 Asheville Road

Tomer & Na'ama Hamami 242 Russett Road

Irene Scharf & Jama Lazerow 250 Russett Rd

Margaret Kelleher 249 Russett Road

Robert & Marcy Prager Russett Road

Geraldine and Courtney McGlynn

247 Russett Road

Deb and Tony Abner 265 Russett Road

Kim & Greg LeTendre Russett Road

Steve Krug & Melanie Sokol 237 Russett Road

Emily Engeland and Colleen Emmett 165 Bonad Road

Danielle & Ben Delahanty 295 Russett Rd

Jamie Saltman and Ellen Donahue Saltman Grassmere Road

8.A.

SCHEDULE FOR 2023 ANNUAL TOWN MEETING

JANUARY 10 (Tues.) BOARD VOTES ON TM AND ELECTION DATES

JANUARY 20 (Thur.) POST NOTICES FOR WARRANT OPENING DATE

(By-Laws say 14 days before opening of warrant)

FEBRUARY 9 (Thur.) OPENING OF WARRANT

MARCH 9 (Thur.) CLOSING OF WARRANT

(By-Laws say 75 days before TM)

MARCH 14 (Tues.) BOARD TO REVIEW AND SIGN WARRANT

(By-Laws say "...as soon as practicable thereafter signed")

BOARD TO REVIEW ARTICLES

MARCH 21 (Tues.) BOARD TO REVIEW ARTICLES

MARCH 28 (Tues.) BOARD TO REVIEW ARTICLES

by APRIL 1 (Fri.) POST / ADVERTISE / DISTRIBUTE WARRANTS

(Posting is required to be done at least 14 days before an ATM. That

date would be May 9. Signed warrant to Town Clerk.)

<u>Advertising/Distribution</u> – mail to TMM's, posted on website – is required to be done only 15 days before an ATM. That date would

be May 8.)

APRIL 4 (Tues.) BOARD TO REVIEW ARTICLES

APRIL 11 (Tues.) BOARD TO REVIEW ARTICLES

APRIL 18 (Tues.) BOARD TO REVIEW ARTICLES

APRIL 25 (Tues.) BOARD TO REVIEW ARTICLES

APRIL 28 (Fri.) BEGIN TO SEND RECOMMENDATIONS TO SELECT BOARD FOR

REVIEW AND COMMENT

MAY 2/ or 9 (Tues.) TOWN ELECTION NEED TO DECIDE 5/2 or 5/9 Election date

May 4 (Thurs.) FINAL COMMENTS ON RECOMMENDATIONS DUE

MAY 5 (Fri.) REPORT SENT TO MAILROOM FOR PRINTING

MAY 8 (Mon.) MAIL COMBINED REPORTS (ANNUAL REPORT)

(By-Laws say 15 days before Annual TM)

MAY 23 (Tues.)

MAY 24 (Wed.)

MAY 30 (Tues.)

MAY 31 (Wed.)

TOWN MEETING

TOWN MEETING

TOWN MEETING

JUNE 1 (Thurs.)

JUNE 6 (Tues.)

JUNE 7 (Wed.)

JUNE 8 (Thurs.)

TOWN MEETING (if necessary)

TOWN MEETING (if necessary)

TOWN MEETING (if necessary)

Page: 102

From: Ben Kaufman, Town Clerk

To: Heather Hamilton, Select Board Chair

Re: 2023 Annual Town Election Date

Chair Hamilton,

This memo is intended to provide information related to setting the date for the 2023 Annual Town Election.

Background

Brookline's Annual Town Election date is determined by the Select Board every January. The Town's General Bylaws section 2.1.7 specifies that the election is called on either the first or second Tuesday in May. When determining the date of the election, the Select Board also notifies the Town Clerk of the offices that will be on the ballot, allowing the Town Clerk to make nomination papers available.

Recommendation

The Town Clerk recommends that the 2023 Annual Town Election be held on Tuesday, May 2, 2023. Voters have come to expect consistency with elections in Brookline. This consistency increases awareness and participation in elections, and ensures voters understand when they will be voting. This consistency includes elections being held on the Tuesday after the first Monday of the month. State Primaries, General Elections, and Presidential Elections all occur on the Tuesday after the first Monday of the month. Similarly, Brookline's Annual Town Elections have historically followed this convention. Therefore, the 2023 Annual Town Election should also be held on the Tuesday after the first Monday in May.

Proposed Vote

MOVED: To call the Annual Town Election on May 2, 2023 for the purpose of electing the following offices: Two Select Board Members for Three Years; Four Trustees of the Public Library for Three Years; One Trustee of the Public Library for One Year; Three Members of the School Committee for Three Years; One Commissioner of the Housing Authority for Five Years; Five Town Meeting Members for Three Years in all Precincts; and One Town Meeting Member for One Year in Precincts 13 and 14.

From: Ben Kaufman, Town Clerk

To: Heather Hamilton, Select Board Chair

Re: 2023 Annual Town Election Early Voting

Chair Hamilton,

This memo is intended to provide information related to Early Voting for the 2023 Annual Town Election.

The recently passed VOTES Act outlines requirements for Early Voting during State elections. The legislation also provides the option for communities to offer Early Voting during municipal elections. 620 Brookline voters cast their ballots during Early Voting at the September Primary, and 1,570 voters utilized Early Voting in November.

The Town Clerk's office recommends offering Early Voting for the May Town Election, with the same timing and hours as a state primary. This would provide 1 week of early voting running from 10 days before Election Day until 4 days before Election Day. Early Voting would be available for 6 hours on weekend days, and during regular Town Clerk hours during the week.

The Town Clerk's office recommends the use of Town Hall Room 103 as the main Early Voting location. The Town Clerk's office also plans to expand Early voting to additional locations to increase access. This expansion is facilitated by the use of ARPA funds to acquire needed equipment for additional locations. Due to supply chain issues, the delivery of this equipment has been delayed. The Town Clerk's office recommends holding two additional sessions of Early Voting on the 10th day before Election Day and the 9th day before Election Day, with one held at the Coolidge Corner Library, and one at the Putterham Branch Library. Because of the delayed delivery of equipment, and logistical work that is being done with the Library Department, the Town Clerk recommends that the Select Board vote to approve the expansion of Early Voting on the condition that the Town Clerk deems it possible and necessary.

Proposed Vote

MOVED: That Early Voting for the 2023 Annual Town Election be held at Town Hall, Room 103 at the following times: 10:00am-4:00pm on the 10th day before the Election; 10:00am-4:00pm on the 9th day before the Election; 8:00am-5:00pm on the 7th day before the Election; 8:00am-5:00pm on the 5th day before the Election; 8:00am-5:00pm on the 5th day before the Election; and 8:00am-12:30pm on the 4th day before the Election;

and further MOVED: That the Town Clerk may set additional dates, times, and locations for Early Voting for the 2023 Annual Town Election as determined necessary and possible.

8.A.

From: Ben Kaufman, Town Clerk

To: Heather Hamilton, Select Board Chair

Re: 2023 Annual Town Election Police Details

Chair Hamilton,

This memo is intended to provide information related to Police Details for the 2023 Annual Town Election.

The recently passed VOTES Act includes a provision requiring the Select Board to assign police officers and constables to polling places for elections. Previously, this responsibility fell to the Police Chief, who assigned details with the advice of the Town Clerk.

Police Officers play an important role in securing the safety and security of our elections. Officers accompany ballots from Town Hall to polling locations on Election Day. Officers in polling locations ensure the safety of voters, help to direct crowds and lines, and provide notification and enforcement of election laws. Officers also serve an important role outside of polling locations, directing traffic and parking, and helping voters access polling locations.

Upon consultation with the Brookline Police Department, the Town Clerk is recommending the following assignment for police details on Election Day, as well as during the Early Voting Period for May 2023 Annual Town Election, and asks the Select Board to vote on the following police assignments:

Vote to assign police details for the Annual Town Election on Election Day:

- 4 officers assigned to Town Hall the morning of Election Day,
- 1 officer assigned to each precinct on Election Day,
- 1 additional officer assigned to the Lincoln School on Election Day,
- 1 additional officer assigned to the Runkle School on Election Day,
- 1 officer assigned to Brookline Town Hall the evening of Election Day,
- 1 officer assigned to Brookline Town Hall during all hours of Early Voting for the 2023 Annual Town Election; and

Any further officers assigned as necessary for the proper safety and security of the 2023 Annual Town Election, as determined by the Town Clerk.



TOWN of BROOKLINE

Massachusetts

CHARLES CAREY TOWN ADMINISTRATOR

333 WASHINGTON STREET BROOKLINE, MASSACHUSETTS 02445

> TEL. (617) 730-2200 FAX: (617) 730-2054 www.brooklinema.gov

To: Select Board

From: Charles Carey, Town Administrator

Date: January 6, 2023

Subject: Candidate Selection Process for Chief of Police

As you know, the Brookline Police Department has been without a permanent chief since the termination of the previous incumbent. Two current members of the Department have served as Acting Chief in the last twelve months: Richard Allen and Jennifer Paster. I am grateful for their leadership, and know they share the community's desire for long-term stability in the Department. Accordingly, I write to inform both you and the town as a whole about the process I intend to follow to present you with a candidate for Police Chief.

I have three goals in selecting a candidate for your consideration: **expediency**, **transparency**, and **thoroughness**. I want to reach the right decision, through a fair and transparent process, as soon as possible, without cutting corners or omitting any necessary background checks/investigations. I also want the ultimately successful candidate to know that they have earned the position, leaving no room for doubt in the minds of the Department's membership or the broader community as to their suitability for the job.

To that end, I intend to open a public posting for the position, using an updated version of the position profile developed with substantial community input last year, on **Wednesday**, **January 11**, **2023**. While the posting will be open to external applications, and qualified candidates will be considered regardless of background, I am not bringing on a consultant to conduct a nationwide search. For expedited consideration, candidates will be encouraged to submit applications by **February 1**, **2023**, though we will accept applications up until February 11.

Applications will be screened by myself and a volunteer citizen advisory panel. I am grateful for the assistance of the following individuals who have agreed to serve on that panel:

- Karen Ambrose, Town Meeting Member ("TMM") and member of the Police Commissioners' Advisory Committee ("PCAC");
- C. Scott Ananian, TMM and PCAC member;
- Joslin Murphy, TMM and member of the Moderator's Advisory Committee;
- Mike Sandman, Select Board member; and
- Aba Taylor, Director of the Brookline Community Foundation.

Candidate Selection Memorandum Chief of Police January 6, 2023 Page 2 of 2

With the panel's assistance, I will determine which applicants will be invited for further screening. That screening will consist of up to two rounds.

In the first round, applicants will first complete a written exercise, which the panel and I will grade blind based on a standardized rubric. The applicants will then participate in an interview with the panel and me. After the interviews, the candidates' names will be revealed on the written exercises, and the panel will then recommend, based on a combined analysis of the exercise and interview, which candidates should proceed to a second round of evaluation.

In the second round, the remaining candidates will be asked to make a mock Select Board presentation on a set topic or fact pattern. The panel and I will stand in as Select Board members or public commenters, asking questions or offering statements as appropriate.

Once all selected candidates have completed the second round, the panel will make its recommendations to me regarding a single final candidate to present to the Select Board. I will interview my selected candidate one-on-one during the period when any remaining reference and background checks will be conducted. Assuming positive outcomes from both that interview and the necessary checks, I anticipate presenting that candidate to you for your consideration in early March.

I recognize that the Police Department has been without permanent leadership for a prolonged period of time, and that many would like to see a chief installed sooner than March. I am also cognizant of community members who may caution that even a process as deliberate as this one may not bring about a candidate capable of thoughtfully taking on difficult questions about policing in Brookline. And, of course, I am mindful that it's simply impossible to please everyone.

Ultimately, I believe this selection process balances expediency, transparency, and thoroughness in a way that will give the Department and the broader community confidence in your final decision on who will serve as the next Chief of Police. I look forward to answering any questions you may have at your upcoming meeting on January 10.

END OF DOCUMENT

Enclosure: Police Chief Position Profile

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POSITION PROFILE

Brookline, Massachusetts Police Chief

The Town of Brookline seeks highly qualified applicants for the position of Police Chief. With a population of 63,191 within six square miles, Brookline is a diverse and vibrant community bordered on three sides by Boston. It is known for its beautiful green spaces, excellent public schools, progressive social and political culture, and a distinctive mix of urban, suburban, commercial, and residential areas. Brookline is an urban area with a small-town character, whose residents value their interconnectedness. According to the 2020 census, the Town grew by 7.6% since 2010 and includes 3.3% Black/African American, 19.2% Asian, 8.5% two or more race/ethnicity, and 6.8% Hispanic/Latinx residents.



Town Government

Brookline is governed by a five-person executive body referred to as the Select Board who, with an appointed Town Administrator, are committed to maintaining an inclusive and progressive approach to policing. A 250-member Representative Town Meeting is the legislative branch of town government, convening twice per year to pass the budget and approve local by-laws. In addition, many policy and advisory committees of residents are active in town government issues, as well as other topics that impact the Brookline community on an ongoing basis.

In the wake of the killing of George Floyd by police in Minneapolis in May 2020 and other incidents that resulted in mass protests and demonstrations nationwide, including in Brookline, two groups convened to review police operations and recommend changes.

The Task Force to Reimagine Policing in Brookline published a report, the summary of

which can be found here. The Committee on Police Reforms published a report, summarized here. As a part of the work of the Committee on Police Reforms, a survey was conducted of Brookline Police Department Personnel. That report can be found here. As recommended by the Committee on Police Reforms, the Police Commissioner Advisory Committee (PCAC) was recently established to advise the Select Board on their civilian oversight role as Police Commissioners.

The Police Department

The Brookline Police Department (BPD) currently has an authorized strength of 135 sworn officers, and 42 full-time and 20 part-time professional staff members. The department currently has 15 officer vacancies and is in the process of hiring and training 7 new officers. With a budget of \$17.4 million, BPD currently operates with one chief, one superintendent,

four deputy superintendents, 11 lieutenants, 16 sergeants, 102 police officers and 16 professional dispatchers. Officers are currently selected and promoted through the rank of lieutenant through the Massachusetts Civil Service System. Officers and sergeants are represented by the Brookline Police Association (International Brotherhood of Police Officers). Deputy superintendents oversee the following four areas: Patrol Operations; Investigative Services; Traffic and Community Safety; and Community Service/Professional Development. The Brookline Police Department was re-accredited in 2019 by the Massachusetts Police Accreditation Commission.

The Brookline Police Department has a customer service approach to public safety and encourages officers to routinely engage with community members by participating in local programs, attending community meetings, and being visible and engaged with residents in commercial areas, playgrounds, and other parts of town where people congregate. Officers work at the Teen Center to foster relationships with underserved community members and

youths. Members of the department regularly assist at the local food pantry and host clothing/ housewares drives for families in need. Officers participate in all major community events, attend local fairs and school programs, and are deployed for major events like the Boston Marathon and Sail Boston. Officers are assigned on bikes and walking routes to have a visible and approachable presence in the community. Through the Crisis Intervention Team (CIT), officers are trained to appropriately respond to people with mental illness, drug/ alcohol dependency, and/or other factors that require a social service response, with the goal of avoiding criminal justice system interventions. The department recently hired a mental health social worker to assist with calls requiring a CIT response.

In 2014, the National Research Center recognized the Brookline Police Department as having the most transparent police website out of a pool of more than 300 police departments across the nation. The department's Policies and Procedures Manual is available on the BPD website, along with annual reports; crime reports; an



online complaint form; and race and gender reports on arrests, field interrogations, moving violations, and citizen complaints. The department has significantly increased its presence on social media to include Facebook, Twitter, YouTube and Instagram to maximize outreach to the community across multiple platforms.

In 2020, BPD handled 63,806 calls for service, issued 3,400 citations for moving violations and 73,000 parking violations, conducted 36 field interrogations, and made 206 arrests. It is noteworthy that during the year, there were only two civilian complaints filed with the Office of Professional Responsibility.

In 2020, Brookline reported 778 Part A crimes, an increase of 28% over 2019. The department had a 41% clearance rate overall for the year and was assigned a total of 1,869 cases for follow-up and investigation. The department made 206 arrests, down 40% from 2019. The department reported 24 use-of-force incidents in 2020, a decrease from 34 in 2019.

The 2020 Annual Report for the Brookline Police Department can be found here.



The town has strict rules regarding surveillance cameras. Body-worn cameras for officers are currently under consideration. The department has adopted the Critical Decision-Making Model to support de-escalation, to replace the outdated Use of Force Continuum approach. All officers in the department have undergone Crisis Intervention Training. The department is highly educated, with most officers having completed a bachelor's degree.

In partnership with Georgetown Law's Innovative Policing Program, the Brookline Police Department is currently implementing the ABLE Program (Active Bystandership for Law Enforcement) to prepare officers to successfully intervene to prevent harm and to create a law enforcement culture that supports peer intervention.

The Select Board approved "Sanctuary Town" policies related to immigrants and refugees. These policies impact the police department and other Town departments and prohibit any actions that may cause the Town to participate in any enforcement actions related to federal immigration laws, which actions are viewed by the Select Board as impeding the Town from welcoming and working with immigrant and refugee populations



for law enforcement and other purposes.

The Police Chief is appointed by the Town's Select Board with recommendation from its Town Administrator, to whom the Chief is a direct report. The Board effectively operates as the Town's Police Commissioners with daily administrative supervision from the Town Administrator. As chief executive officer of the Department, the Chief is the departmental authority in all matters of policy and operations.

The Ideal Candidate for Police Chief

The Town of Brookline is seeking a proven leader with exceptional management, interpersonal, and communication skills and demonstrated experience in developing and maintaining effective working relationships with government officials, community and civic groups (including private-sector partners), and police department employees. Experience working in an urban police setting in a labor relations environment is highly preferred. Under the administrative direction of the Town Administrator, the successful candidate will be expected to expand upon the innovative policing practices and community engagement efforts of the department, and to have a proven track record of openness, transparency and working with diverse communities. The new chief must be well versed in best practices in policing, and have the ability to work collaboratively as a part of the town's management team in addressing issues of public safety in an inclusive, democratic governing environment.





The position requires a bachelor's degree. A master's degree in criminal justice, police administration, business administration, or related field is strongly preferred. Ten years of progressively responsible police experience is required, five of which shall have been in a supervisory capacity. An equivalent combination of education and experience that provides the necessary knowledge, skills and abilities to perform the job will be considered. Additional specialized leadership education, such as the Senior Management Institute for Police (SMIP) and the FBI National Academy, is desirable.



Specific Experience, Skills and Attributes:

Leadership

- Experience and demonstrated success building relationships of trust, mutual understanding, and accountability as a leader within the community and in the police department.
- Strong leadership skills within
 the department that will improve
 officer morale. The chief is
 expected to work to continually
 increase the professionalism
 of the organization, and to be
 viewed as supportive of the officers while instilling a culture of
 accountability.
- Leadership skills that are deeply rooted in community policing.
- A visionary with impeccable integrity, a passion for fairness, and a good sense of humor.

Community Engagement

 Establish clear, transparent, and timely communications with city officials and the community by proactively leading discussions, anticipating and answering questions, and providing context to make police data more usable and accessible.

- Must work collaboratively with city government, the business community, non-profit and social service organizations to identify innovative ideas for addressing social issues impacting the community.
- A bridge-builder who can partner with the community to change the narrative of policing in Brookline.

Management Skills

- Must be sensitive and accessible to a highly engaged community, and familiar with contemporary social issues and national trends in public safety and law enforcement.
- Experience and a commitment to being proactive in identifying best practices for policing policies, strategies, systems, and

- technologies to optimize the delivery of police services. In particular, candidates should embrace a de-escalation model on use of force and procedural justice practices.
- A proven commitment to staff development and supervision that supports continuous training that addresses the issues confronting police departments in communities similar to Brookline and that is consistent with and responsive to the concerns of the community.
- Strong grasp of criminal statutes, search and seizure, and other constitutional principles; understanding of how police decisions and testimony affect court outcomes; and a demonstrated ability to work effectively and respectfully with prosecutors, judges and defense attorneys.
- A commitment to maintaining low rates of violent crime, ensuring excellent response times and a focus on prevention.
- A proven ability to develop and implement evidence-based strategies to improve public safety.
- Extensive management and administrative experience in the many aspects of contemporary policing practices in an informed, engaged and diverse community.







- Knowledge and experience implementing technology, and a sensitivity to community members' concerns about privacy.
- A demonstrated commitment to officer well-being and safety.
- Effective labor-relations skills.

Inclusion

- Experience with and a commitment to working with economically, racially and culturally diverse communities, and an ability to forge community partnerships in order to collaboratively address issues of public safety. The chief should appreciate the value of developing community relationships continuously, not only in times of crisis.
- Experience in and a proven commitment to department-wide diversity in hiring, retention, training and promotion of quality personnel and a department culture that promotes equity, inclusion and respect.
- A cultural competency that includes an understanding of structural racism and the ability to talk openly about race and equity.

Interpersonal Skills

- Effective communication skills as a spokesperson for the police department and the town, and an ability to inspire confidence and promote the department's reputation for being customer-focused.
- Strong interpersonal and communication skills, including good listening skills, with an ability to build consensus, incorporate feedback, and be visible, available and approachable within the department, in the community, and to the many organizations and committees within the Town of Brookline.
- The ability to develop constructive, collaborative relationships with elected officials.

Compensation

The salary range for base pay is \$157,000 to \$185,000 depending on qualifications, plus an educational incentive of up to 25% of salary. The Town offers an excellent benefits package, including participation in the state sponsored defined benefit pension plan, strong health insurance coverage (83% contribution rate) and a 457 deferred

compensation plan. Massachusetts municipal and other jurisdictions do not participate in the Social Security system. The Town will pay reasonable relocation expenses. The Chief is not required to live within the Town of Brookline. Once appointed, the Chief must obtain police certification in the Commonwealth of Massachusetts.

How To Apply

For questions about this position, email hrinfo@brooklinema.gov. The position is open until filled. Qualified candidates may apply in confidence. For immediate consideration, candidates should send a cover letter, résumé, and the names and contact information for five references by February 1, 2023 to: hrinfo@brooklinema.gov. Application deadline is February 10, 2023.

The Town of Brookline recognizes and values diversity as a vital characteristic of the town. All qualified individuals will receive consideration for employment and advancement without regard to race, color, ethnicity, gender (including pregnancy), sexual orientation, gender identity or expression, disability, age, religion, creed, ancestry, national origin, military or veteran status, genetic information, marital status, receipt of public benefits (including housing subsidies), family status (e.g. because one has or doesn't have children), or other protected classes as defined by the Town, State and Federal law. The Town of Brookline supports and complies with the Massachusetts Criminal Offender Record Information (CORI) reform law.